

W. Lawrence

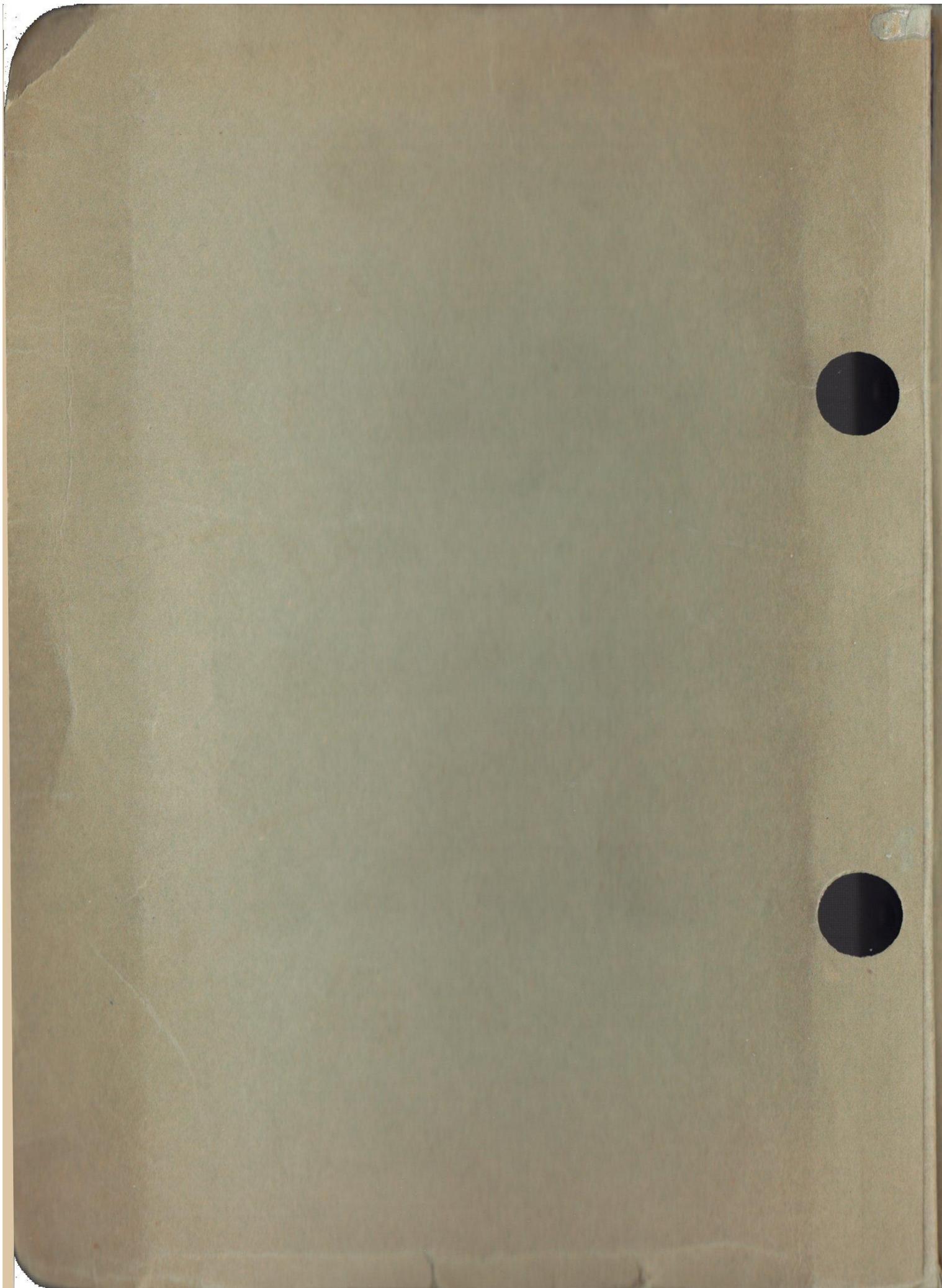
Gr. B. W. P. K. E. N. H. I. 7. M.

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**RULES
FOR
POSTMEN**

Rg 13

For the use of Post Office staff only



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RULES FOR POSTMEN (Rg.13) A

TABLE OF CORRECTIONS ISSUED LATER THAN SHEET 1A OVERLEAF

Details of new or revised sheets (including manuscript amendment sheets) issued after publication of this edition of sheet 1A should be entered in columns 1-3 when corrections are carried into this book.

New or revised sheets (including manuscript amendment sheets)		Initials of amending officer and date*	Initials of checking officer and date†
Sheet No.	Month and No. of issue		
(1)	(2)	(3)	(4)

* *Note for authorised holders of HPMA:* Where, in accordance with HPMA II 6, files of sheets 1A are held for control purposes, columns 1-2, as appropriate, should be attended to when amendments are received from the Supplies Department: the entry in column 3 should be inserted when distribution is made to reception points.

† The checking officer should draw a line under the last entry checked and against that entry insert (in column 4) his initials and the date.

AI INTRODUCTORY AND GENERAL

1 Preliminary. This Section of Rg. 13 contains the rules relating to delivery (including preparation), collection and station services common to all Postmen. Section B contains additional rules required only by Postmen on town duties, and Section C contains additional rules required only by Postmen on rural duties. The rules, and any supplementary instructions issued by Controlling Officers, must be carefully observed.

2 Definitions. (a) In these rules :—

(i) The term "Packet" or "Postal Packet" is used to mean anything sent by post, including a parcel.

(ii) The term "Parcel" is used to mean anything sent or intended to be sent by parcel post.

(iii) The term "Letter" is used to mean any postal packet other than a parcel.

(iv) The term "British Postal Area" means England and Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man.

(v) The term "Inland" describes a packet sent from one place to another in the British Postal Area, or to or from a place in that Area and the Irish Republic.

(vi) The terms "For abroad" or "From abroad" describe a packet sent to or received from a place in the British Commonwealth or a Foreign Country.

(vii) The term "Registered Packet" includes an insured packet.

(b) The term "Coin" means coin of all kinds whether or not current in this country or elsewhere.

(c) The term "Jewellery" means :—

(i) gold, silver or platinum or other precious metal in a manufactured state ; that is to say, a state in which value is added to the raw material by skilled workmanship, and in this definition are included any coins used or designed for purposes of ornament ;

(ii) diamonds and precious stones ;

(iii) watches, the cases of which are entirely or mainly composed of gold, silver or platinum or other precious metal ; and

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(iv) any article of a like nature which, apart from workmanship, has an intrinsic or marketable value.

3 Careful handling of mails. (a) All packets must be carefully handled, especially those marked "Eggs", "Glass", "Fragile with Care" and the like. Fragile packets must never be thrown or dropped into bags or other receptacles. A packet addressed by means of a "tie-on" label must not be lifted or carried by the label, nor may a packet be lifted by the string, etc., used to secure the contents, unless this is unavoidable.

(b) Care must be taken in packing postal packets into bags, etc., whether for delivery or on collection. Whenever possible, the heavier and less easily damaged packets should be placed at the bottom and the lighter or seemingly fragile packets above them. When packets containing umbrellas, fishing-rods, and the like articles have to be put into a bag, they must not be bent.

(c) No packet which is likely to cause damage to, or to be damaged by, other postal packets is to be placed in any bag or pouch. A Postman should draw the attention of the proper officer to any such packet before setting out, and, if the packet has to be carried, it should be carried loose, if possible.

(d) Bags containing packets must be carefully handled and must not be dropped with violence into or out of a vehicle during the process of loading or unloading: they must be carefully transferred to or from the vehicles used for their conveyance. When bags have to be conveyed up or down stairs they must not be dragged or jolted from step to step. A Postman should report at once any rough or improper treatment which he notices.

(e) Bags must not be left exposed to the weather at Railway Stations or elsewhere, and every precaution must be used to prevent injury to packets by rain.

(f) Bags containing parcels must always be emptied carefully to avoid injury to the contents.

4 Protection of mails and packets against loss or theft.

A bag, pouch or packet must be carefully guarded by the Postman or other officer to whom it is entrusted. It must on no account be left unattended, or in the custody of an unauthorised person, for any period, however short. Instructions concerning the transfer to Railway staff and the safe custody of mails by Postmen engaged on Station Services are given in **IX**.

A Postman must fully safeguard a registered postal packet or registered bag whilst it is in his charge, whether he is on delivery, collection, or indoor duty. A registered postal packet or registered enclosure bag must never be left in a position where it could be taken from the Postman's charge unobserved.

In general, a Postman is expected to exercise vigilance in protecting mails and postal packets in his charge.

5 Walk Sorting. All Postmen are liable to be called upon to assist in dividing packets into walks, and where required must make themselves acquainted with the local walk-sorting. Much importance is attached to accurate and expeditious performance of this class of work.

6 Newspapers not to be opened. A Postman is not allowed to open and read any newspaper which he may have to deliver, even if he has the owner's permission to do so.

7 Applications from the Public. If enquiry is made by a member of the public concerning a packet which is missing or has been delayed, damaged, or in any way irregularly treated, the applicant should be asked to apply at the nearest Post Office for a form P58 on which to furnish particulars.

8 Stamp Selling Machines—Testing. (a) A Postman may be required to apply a daily test to stamp selling machines at sites away from Post Offices. For this purpose he will be supplied with a quantity of coppers and "Not in Use" labels.

(b) To test a machine he should insert the requisite coin(s) in the slot. If a stamp (or stamps) is duly delivered he should regard the machine as in order and, of course, collect the stamp(s). If a machine fails to deliver the appropriate stamp (or stamps) the machine should be regarded as out of order, and a "Not in Use" label inserted over the coin slot.

(c) Immediately on return to the office the Postman must report the machines to which "Not in Use" labels have been affixed and surrender any stamps collected and the coppers and "Not in Use" labels which have not been used.

9 Facing of Letters. The instructions shown on form P 939, a copy of which is exhibited at the facing table, should be carefully followed.

10 Smoking. (a) Postmen are subject to the general rules applicable to Post Office premises, but they may smoke when on duty outside these premises except as follows:—

(i) On delivery in town areas from the first to the last call on the delivery. Outside town areas when calling at a delivery point or at a Sub-Office.

(ii) On collection, when collecting from private premises, or making an inside clearance from official premises or a Scale-Payment Sub-Office.

(iii) On station, dock and airport duties, when handling mails or in the immediate vicinity of mails.

(iv) On any duty when loading or unloading official motor vehicles, carts, etc.

(v) On any duty when filling official motor vehicles with petrol.

(vi) On any duty when employed at places and premises not wholly under the control of the Postmaster General, where restrictions on smoking are imposed by some other competent authority.

(b) The above must not be taken as granting permission to staff under 16 years of age to smoke while on duty.

(c) The privilege of smoking while on certain duties may be withdrawn if abused.

11 Drinking. Postmen are subject to the general rules applicable to officers who are intoxicated or noticeably under the influence or suffering from the effects of drink. In particular, a Postman is forbidden to drink intoxicants while on duty.

12 Loitering. A Postman must not loiter, or walk with groups of Postmen, when on his way to make a delivery or collection. Nor may he, while on duty, enter his own home or any other building for any purpose not connected with his official duties.

A II PREPARATION FOR DELIVERY

1 Arranging Packets for Delivery. Before leaving the office at each delivery a Postman must prepare or arrange his letters and packets in the order in which they are to be delivered, and this must be done accurately to prevent misdelivery or delay. To this end the redirection records and any other special instructions affecting preparation for delivery must be carefully observed.

Preparation for delivery should be carried out as follows:—

(a) Letters must first be divided for streets, sections of streets, groups of streets, or firms, as indicated by the labelling on the preparation tables.

(b) Each group of letters thus divided should then be taken in turn and be dealt out on the base of the table into separate piles for each call, the piles being picked up in the order in which the letters will be delivered. "Setting in" blocks (wedge-shaped pieces of wood) must not be used.

(c) In order that the whole of the table space may be used to the best advantage, all small and long letters should be street sorted and placed in order of delivery before the bulkier items are cleared from the drop bag fittings, unless the arrival of a large mail just prior to the delivery time prevents this arrangement. Tied-up bundles of letters awaiting delivery can be placed in the sorting boxes while the packets or bulky letters are being sorted and packed in the delivery pouch.

(d) Delivery receipt forms for registered packets and Advice of Delivery (A.R.) forms P 87 or P 68, should be included with ordinary letters. Registered packets should similarly be placed in the order of delivery with the ordinary correspondence unless they are bulky or fragile, or unless that process would entail their passing from the possession of the Postman who signs for them—*e.g.*, when an assistant is provided.

Under the system described above there is no need for any item to be handled more than twice during the preparation process.

2 Packets marked "Not to be forwarded", etc. A packet bearing the words "Not to be forwarded if absent", "Not to be redirected", or any similar request or instruction,

should be treated in the same way as it would be treated in the absence of such a request or instruction, unless:—

(i) It is sent by a Government Department and the instructions for special treatment are printed on the cover.

(ii) It is from abroad, when the request should be complied with.

3 Bundles. (a) After “setting-in”, ordinary letters should be tied in bundles of convenient size, but packets which would be injured by doing so must not be included. Generally speaking, parcels, fragile registered letters and packets containing photographs, etc., must not be included in such bundles or tied together.

(b) Recovered string should whenever possible be used for this purpose in the manner described on form P 738 so that it will not be necessary to cut the string to open a bundle. The string must be brought back to the office for re-use or disposal as waste; it must not be discarded on the streets.

4 Unpaid and Underpaid Packets. (a) If an unpaid packet, or an unregistered packet containing coin or jewellery, is received for delivery untaxed, or a packet bearing the word “Registered”, or any other word, phrase, or mark to the like effect, is found amongst unregistered packets for delivery, the Postman must hand it to the proper officer. If such a packet is observed after the Postman has left the office, he must deliver it free and obtain the cover, which must be handed to the proper officer on his return to the office. Similar action should be taken in respect of Business Reply items.

(b) If a Postman has reason to suppose that a letter is underpaid, or that a newspaper or printed paper contravenes the regulations of the newspaper or printed paper rate, he must hand it to the proper officer for inspection, but he must not himself withdraw a newspaper or packet from its cover unless instructed to do so.

5 Prohibited and Irregular Packets. (a) When arranging packets for delivery, a Postman should endeavour to see that he has no packet:—

(i) Containing explosive or dangerous articles (such as matches or cartridges), or anything noxious or deleterious or any filth, or any sharp instrument which is not properly protected.

(ii) Obviously containing or bearing on the outside anything indecent, obscene, or grossly offensive.

(iii) Containing any living creature (except bees, leeches and silkworms, if properly packed).

(iv) Which is damaged or is likely to cause or suffer damage.

(v) Bearing stamps which appear to have been used before, or are pieced or joined, or have not been properly obliterated.

(vi) Exceeding the limit of weight or size for the post by which it is sent.

(vii) Containing anything prohibited from transmission by the post by which it is sent.

(b) If such a packet has already come under notice and is handed to a Postman for delivery, he is not responsible, but otherwise he should draw the attention of the proper officer to any seemingly irregular packet which he notices. He must, however, understand that he is not at liberty to open or tamper with a packet to ascertain whether it contains anything forbidden.

6 Ordinary Letters found open. (a) If, before leaving the office, a Postman finds a letter open, he must write on the cover the words "Found open", add his initials, and hand it to the proper officer in order that it may be re-closed. If he notices a letter which has apparently been tampered with, he must at once show it to the proper officer.

(b) If, after leaving the office, he notices that a letter is damaged or a sealed letter has become open, he must deliver it with an explanation, and ask the addressee, if enquiry is desired, to forward the cover to the Postmaster with a request to that effect.

(c) A Postman should, whenever practicable, deliver a letter which has been torn open, and has not been secured, into the hands of the addressee. He should not, however, comply with a request to witness the opening of a letter, but if the addressee insists on opening it in the Postman's presence, and complains that the contents are damaged or missing, he should be asked to apply to the Postmaster; the Postman should report the matter immediately on his return to the office.

(d) The corresponding treatment for parcels and registered items is dealt with in later chapters.

7 Packets found out of course. If a Postman notices a packet out of its proper course, *e.g.*, within the folds of a newspaper, he must note the fact on the back, add his initials, and then hand the packet to the proper officer. Any mis-sorted items found among packets for delivery must be handed at once to the proper officer.

8 Delayed Packets. If a Postman notices that a packet which he is about to take out has been delayed, he must show it to the proper officer. If the addressee complains at the time of delivery, the Postman should ask for the cover in order that enquiry may be made.

9 Express Packets. If a packet marked "Express" is found by a Postman with ordinary packets while he is arranging for delivery, or at any other time, he should at once consult the proper officer, unless he is otherwise well aware that delivery with ordinary packets is clearly intended.

10 Stamps missing from Packets from Abroad. A Postman must have any packet from abroad which reaches him with the postage stamps removed initialled by the proper officer in the space where the stamps had been affixed.

A III DELIVERY—GENERAL

1 Responsibility for correct delivery. A Postman is responsible for the correct disposal of all packets entrusted to him for delivery. If sent out to instruct an officer placed on a walk for the first time he must see that the packets are delivered correctly, as he will be held responsible, but he must not deliver them himself.

2 Irregular delivery forbidden. (a) A Postman is forbidden to put any postal packet under a door or through a window of a house, or to drop it into an area, even when requested to do so.

(b) A packet should not be delivered at a side or back door except when delivery cannot be effected at the front door in the usual way, and the back or side door is easily accessible and involves no departure from the recognised order of delivery. A packet must not be taken into another street to make an exceptional delivery at a side or back entrance except upon special instructions.

(c) The unauthorised delivery of packets by an outsider is strictly forbidden, and no Postman may hand over to another person without authority any item proper to his official delivery.

(d) Except on instructions, a Postman must not take charge of keys for the purpose of obtaining access to private premises or receptacles with the object of delivering packets.

3 Withholding Packets from a Delivery. (a) A Postman must not on his own initiative regularly withhold packets addressed to firms, etc., on a certain delivery or deliveries on a particular day of the week (e.g., Saturdays) because the premises are then closed, unless an instruction is on hand that this should be done, for example, on card P 395.

(b) If a Postman finds that packets are invariably undeliverable on certain deliveries and no instruction regarding retention is on hand he should report the fact to the proper officer. If he is asked by a representative of a firm, etc., to withhold correspondence from certain deliveries he should ask him to write to the Postmaster about it.

In either case the proper officer will then arrange with the firm, etc., in writing, for free retention of the packets

from certain deliveries on the understanding that "the Post Office can accept no responsibility for consequent delay", and will arrange for appropriate instructions to be recorded on the walk.

4 Danger from dogs, etc. If a Postman, while on delivery, is bitten or is in danger of being bitten by a dog he should, if he can, tell the owner of the dog, or some other responsible member of the household, at the time. On return to the office he should report the circumstance in writing to the proper officer. Where there is an attack or danger of an attack from a bull or other animal the same action should be taken.

5 Knocking or Ringing. When a Postman calls at a house at which he has to deliver, he must ring the bell or give a sharp double knock. If he is unable to ring or knock he must call out.

6 Door Letter Boxes. (a) When a Postman has only ordinary letters to deliver at premises where there is a letter box with an opening big enough to admit them he should put the letters in the letter box, ring the bell or knock, and then pass on without waiting. If, however, he has reason to doubt whether the person to whom a particular letter is directed is at the address he must make enquiry before delivering the letter.

(b) He must not force into a letter box a letter of any kind which is likely to be damaged in consequence, and he must not leave a letter sticking out of the aperture.

(c) A letter must not be delivered into a letter box on an open door unless official authority has been obtained for this to be done or unless there are no other means of effecting delivery and the letter box is known to be securely locked.

(d) At a house where there is an aperture in the outer door for letters but no letter box, the Postman should not deliver letters through the aperture unless the outer door is closed, and access can be obtained only by knocking or ringing

7 Separate delivery at large Institutions. In the absence of instructions to the contrary packets addressed to various buildings of an Institution under the control of one authority (e.g., to the various buildings or blocks of a hospital and the residences of its staff) when such buildings are situated within an enclosure to which the public have not unrestricted right of access should be delivered only at one point, such as a Porter's lodge at or near the main

entrance. Any case of doubt should be brought to the notice of the proper officer.

8 Several Offices or Residential Flats in one Building. When there are several offices or residential flats in one building, a Postman must not deliver packets (ordinary or registered) to any person on a staircase or landing, or in a passage or lift, even if that person is known to be the addressee or a responsible agent of the addressee. Every packet must be delivered to the office or flat of the firm or person to whom it is addressed, or to the housekeeper, superintendent, caretaker, or hall porter of the building, if that course is proper for all or particular deliveries. If a Postman has a bulky or registered or insured packet which he would normally deliver direct to the addressee's office or flat, but is unable to gain attention there, he should deliver the article to a responsible housekeeper, or other attendant as indicated above, provided that there are no official instructions to the contrary, that the housekeeper or other attendant is willing to accept delivery, and that his office or residence is in the same building (or in any adjoining block of buildings bearing the same general address).

9 Delivery at Temporary Dwellings. In the case of packets addressed to persons living temporarily in tents, caravans, huts, etc., in fields or waste ground or on the sea-shore, instructions as to disposal should be sought from the proper officer.

10 Delivery at a Counter. When a Postman delivers a packet at a shop or office counter, he must not leave it unprotected on the counter but must hand it to the person in charge of, or to a responsible person at, the shop or office. If the person will not take the packet the Postman must explain that he will have to treat it as refused.

11 Packets left behind, misdelivered or taken out in error. (a) If, after a Postman has left the office on delivery, packets are found which have been overlooked by him, they will, if possible, be specially delivered, and the Postman may have to bear any expenses incurred thereby.

(b) If a packet has been delivered to a person for whom it is not intended, and is returned to the Postman unopened, or if the Postman takes out a packet in error,

he must deliver it at the proper address, if the address is upon or anywhere near to his walk, and explain how it was delayed. He must also report the matter on his return to the office. If the address is not on or near to his walk, the Postman must take the letter back to the office and hand it to the proper officer with an explanation.

(c) If a misdelivered parcel has been opened in error before being returned to the Postman he must take it to the office to have it refastened, reweighed and properly endorsed. In the case of a packet other than a parcel which has been opened before being returned to the Postman he must ask the person who returned it to write upon it the words "*Opened by, not for him*". Should the person object to doing so the Postman must endorse it himself. The item should then be dealt with as in (b). When this involves delivery before the Postman returns to the office (*i.e.*, the item has not been officially resealed) he should ask the proper owner whether the contents are intact.

12 Telegrams. (a) A telegram enclosed in an envelope marked "Confirmatory Copy" or in an envelope marked "Overnight Telegram" should be treated as an ordinary letter.

(b) A telegram enclosed in any other envelope is intended to be delivered by a Postman in course of postal delivery only when it would reach the addressee more quickly by this means. If a Postman has reason to think that a telegram would reach the addressee more quickly if sent by telegraph delivery at the commencement of telegraph business, he should seek instructions from the proper officer.

(c) A telegram (other than a "Confirmatory Copy" or an "Overnight Telegram") delivered by a Postman should be handed in personally at the address to which it is directed. If the Postman is unable to gain attention and there is a letter box, he should place the telegram in it, provided that he is satisfied that the address is correct. He should not wait for a reply, even if the telegram is reply-paid.

(d) Where a telegram which has been posted for delivery cannot be disposed of at the first trial, it should be suitably endorsed by the Postman and handed in at the nearest Telegraph Office during the course of, or immediately after the completion of, his delivery. When, however, the nearest

Telegraph Office cannot readily be determined by the Postman, or cannot be reached without appreciable loss of time, the telegram should be taken back to his starting point for transfer thence to the nearest Telegraph Office by the quickest available means.

13 Uncancelled Stamps observed on Delivery. If a Postman observes that a postage stamp on a packet which he has taken out for delivery is not properly cancelled, he must deface the stamp before delivering the packet, preferably by ink or indelible pencil marks.

14 Packets refused by Addressees. A packet may be refused by the addressee before it is opened, and a packet which has been delivered as addressed may be received back at any time, provided that it has not been opened. The date of its return should be marked on the cover of any packet which is returned as refused after its delivery. In this connexion it should be understood that at hotels, clubs, and other places where postal packets are received to be called for, they may be retained for some time.

15 Date-stamped Betting Letter tendered for reposting.
(a) If a Postman should be asked to put in course for despatch or delivery from his own office an envelope already date-stamped and addressed to a bookmaker or betting agent (thus presumably containing a betting slip or the like) he should accept it along with any bribe offered him for doing so. He must initial the envelope and hand it (and the bribe, if any) as soon as he can to the proper officer (and to no other officer) and tell him what the person in question said to him, what he said in reply, and all that he can remember of the person's appearance and anything else that may help to identify him so that enquiries may be put in hand.

(b) In the same connexion a Postman is warned to be on his guard against any person who hands him a letter addressed to a bookmaker or betting agent, and alleges that the Postman has dropped it or in any way professes to be setting right a mistake. The object in such a case often is to trick the Postman into delivering as in due course of post a letter bearing a genuine postmark, but posted with another address and other contents. In such a case the Postman should not refuse to deliver the letter, and should appear to take it without suspicion. But he

should hand it specially to the addressee with an explanation of the circumstances, should ask him to open it, and hand back the cover and contents after initialling them, and should then initial them himself. If the addressee cannot be met with, the Postman should initial the cover. On his return to the office he should hand the cover and contents, or the unopened letter, to the proper officer, and tell him what has happened as in (a).

16 Packets addressed to Ships. When a Postman can, without delay or personal danger, deliver mail on board a ship lying alongside the quay in a dock, this must be done; otherwise, it must be delivered at the office of the owners or agents. After dark or during fog the vessel must be hailed, and a Postman must not attempt to go on board unless there is a safe and well-lighted gangway.

**AIV SURCHARGED AND CHARGED PACKETS
(INCLUDING CASH ON DELIVERY)—MARKING,
TRANSFER AND DELIVERY**

Note: The rules applicable to the delivery of packets generally must also be observed except where they may conflict with the rules in this Chapter.

1 Surcharged and Charged Packets. These are packets on which a charge has to be paid by the addressee before the items can be handed over for delivery. A *surcharged* packet is a packet on which additional postage is due because postage has not been paid or has been underpaid by the sender, or for some other reason. A *charged* packet is a packet on which payment has to be made by the addressee in respect of:—

- (i) a Customs charge not exceeding 10s. ;
- (ii) a Customs charge exceeding 10s. ;
- (iii) a Trade Charge (Cash on Delivery) ; or
- (iv) an Express fee.

2 Marking of Surcharged Packets. (a) Ordinary surcharged letters should normally be marked on the outside to show the reason for and the amount of the surcharge. This marking is frequently made by means of a special stamp which may be applied at the office of posting, at an intermediate office, or at the office of delivery. Alternatively, when, for some reason, the marking cannot be applied directly to the wrapper or envelope of the item itself a white label, SS 566, appropriately marked, is affixed.

(b) On a surcharged unregistered parcel the amount to be charged is shown on a label PP 10 affixed near the address and a letter C is conspicuously written in red or blue pencil through the address (or through each address if there is more than one). Exceptionally, where a label PP 10 cannot be used the necessary particulars are shown in writing on the cover or address label of the parcel.

3 Marking of Charged Packets. (a) On a charged packet bearing a Customs charge not exceeding 10s. the particulars of the charge are shown on an adhesive label PP 10 or OE 84 or on a tie-on label OE 88, while the word "CHARGED" is stamped in red close to the address (or close to each address if there is more than one).

(b) On a charged packet bearing a Customs charge of more than 10s. the particulars are similarly shown and the packets similarly distinguished, the only difference being that the label used is either adhesive label OE 105 or a tie-on label OE 36.

(c) A Cash on Delivery packet from abroad is distinguished by special markings similar to the markings described in (a) and (b) above and additionally by a red, pink or orange label bearing the word "Remboursement".

(d) An Inland Cash on Delivery packet is distinguished by a triangular marking in reddish colour which appears close to the address (or close to each address if there is more than one) and, in the case of unregistered parcels, by a bold red line drawn perpendicularly through the address.

(Note: Inland Cash on Delivery letters are always registered, but parcels may be either unregistered or registered.)

(e) All Cash on Delivery packets are further distinguishable by the addition, near the address of the addressee, of the name and address of the sender and the amount to be collected.

(f) An express packet subject to a charge will be sent out under instructions from the proper officer.

(g) In the case of a charged packet the Postman may be required to sign for it on form P 890—see 5 (b).

4 Surcharged or Charged Packets which have escaped the notice of the proper officer. A Postman is expected while in the course of preparation for delivery to keep a sharp look out for any packet marked for surcharge or charge, by one of the indications described in the foregoing rules, which has escaped the proper treatment as described in the rules which follow. He should hand any such packet to the proper officer even if it might entail delay in delivery. A Postman is expressly forbidden to ask the addressee for a surcharge or charge on any packet which has not been duly accounted for before he starts on delivery.

5 Collection of surcharges and charges by Postage Due labels. (a) Surcharges on registered and unregistered packets, and Customs charges not exceeding 10s., are accounted for by means of postage due labels affixed to the packets or to the reverse side of form P 565 if used when a number of undeliverable printed paper items, postcards, etc., are returned to the sender. The postage

due labels are date-stamped before the packets are handed by the proper officer to the delivering Postman.

(b) Each delivering Postman, unless he already holds a credit stock of stamps, should have 1s. in cash advanced to him from which he should pay the proper officer the value of any postage due labels affixed to packets handed to him for delivery. If, in any such case, a Postman is unable to collect from the addressee the amount represented by postage due labels, the amount will be returned to him by the proper officer when he gives back the relative packet or packets on his return to the office. When the total value of the postage due labels which a Postman has to pay for at the start of a delivery exceeds the amount of official cash he has available, and the excess is recorded on a form P 129 which he signs, the form will be given back to him in exchange for the excess cash on his return to the office. In a case where a Postman has signed for a charged packet on form P 890 he will, on returning the packet or the cash, be given a signature in ink for it on that form, and the Postman must see that this signature is given.

(c) On occasions a Postman may be given a packet to deliver on which part of the charges due is in postage due labels and the other part is not.

6 Charges not accounted for by Postage Due labels.

(a) A packet bearing a Customs charge over 10s., or a Cash on Delivery packet of any value, should normally be handed by the proper officer to the delivering Postman who will be required to give a discharge for it by placing his signature (or initials, if instructions have been given locally that initials will suffice) on the relative counterfoil, or entry in the register, etc., whichever is appropriate.

(b) The Postman on completion of his delivery must hand the money collected (or the packet if undeliverable) to the proper officer and should see that that officer gives him a discharge in ink on the relative counterfoil or against the relative entry in the register, etc.

(c) If a delivering Postman has to transfer a charged packet to another Postman for delivery, or has to receive collected cash from another Postman, or has to leave a charged packet at a Sub-Office, discharges must be given and taken on the Rural Post Transfer Record, P 1182, or other appropriate record in much the same way as for registered items.

(d) If a Postman is not required to return to the office on the completion of his delivery he may retain the money he has collected and give it up on his next attendance unless he is going on leave. In a case where retention of the money is inconvenient and where the Postman is next due at the office only after absence on leave he should seek instructions from the proper officer.

7 General procedure on tendering Surcharged and Charged Packets to the Addressee.

(a) A Postman is strictly forbidden to give up a surcharged packet or a charged packet, to open it at the request of the addressee, to allow the addressee to open it, or to allow the addressee to read the communication on a postcard or in a printed paper or open packet, until the surcharge, Customs charge, Cash on Delivery or other charge has been paid. In any case where a parcel bearing British Customs charges is received without a Customs Declaration and the addressee requests details of the contents before paying the charges, he should be informed that the Customs Declaration will be obtained for his inspection, prior to his accepting delivery. In the meantime the parcel should be brought back for retention at the office.

The addressee is however at liberty to refuse to accept a surcharged or charged packet—See (f) below—and if he does so the packet should be marked “Refused” and handed to the proper officer on return to the office.

(b) Cheques must not be accepted in payment of charges except where a Postman has been given special instructions to accept cheques.

(c) A Postman should not give credit for a charge on any packet, and if he does so it is at his own risk.

(d) A Postman is not bound to give change when receiving a payment from a member of the public, but he should not refuse to give change when he has it.

(e) If the addressee of a charged packet is unable to pay the sum due when a packet is tendered, and asks for it to be again presented for delivery or kept at the office till called for, the Postman must comply with the request and should make a note of it on the back of the packet which must be taken back to the office and handed to the proper officer.

(f) The addressee of a surcharged or charged packet is legally responsible for the amount of the charge if he opens or accepts and retains the packet. If a Postman is asked to receive back such a packet, he must refuse to

accept it and should tell the applicant that any request about returning the packet to the Post Office must be made to the Postmaster.

(g) A Postman should not give a receipt for money which he collects, nor is he to require a receipt from the addressee unless the packet, if not charged, would normally be delivered against receipt.

8 Special procedure on tendering Cash on Delivery packets to the Addressee. (a) Care must be taken to distinguish between Cash on Delivery packets which:—

(i) On being tendered for delivery are definitely refused by the addressee. Such a packet must be marked "Refused" and will be returned to the sender forthwith. But no packet should be so marked if there is any doubt whether the refusal was definite.

(ii) Are neither accepted nor definitely refused. Such a packet should be marked "Not accepted. Retain" and will be retained for seven days to give the addressee an opportunity of accepting delivery subsequently on payment of an additional fee.

(iii) Cannot be accepted because of a genuine difficulty in giving or obtaining change, or because there is no one in authority to pay the Trade Charges, and it is reasonably certain that they will be accepted if tendered again because the addressee at the time of first tendering asks for them to be tendered later or kept at a Post Office till called for, or because of some other reason. Such a packet should be marked "Not accepted. No change", "Deliver again", or "Retain free at P.O.", as the case may require.

A Postman is expected to give to the proper officer by word of mouth such other information as he thinks may be helpful in deciding the further treatment of the packet.

(b) By arrangement with the Railway Executive a person who wants to send a consignment by rail and collect money before it is delivered may send a document to the addressee in a Cash on Delivery registered letter which the consignee (addressee) must hand to the local Railway Office before the consignment can be released. The Cash on Delivery registered letter is usually, but not always, marked "Railway Receipt". Because of this arrangement a Postman, before accepting a definite refusal of a Cash

on Delivery registered letter and marking the letter as undeliverable, must tell the addressee that it may contain a receipt for a consignment sent by railway from the person or firm whose name is given close to the address on the cover.

9 Unofficial charges not to be made. A Postman must not make any charge as his own perquisite on delivering any postal packet, nor may he demand or take a higher sum in respect of a charged packet than is officially marked on it. Breach of this rule will render a Postman liable to dismissal, and possibly to prosecution.

A V DELIVERY—FAULTY ADDRESSES AND UNDELIVERABLE PACKETS, REDIRECTION

1 Undelivered Packets : General. A Postman must not leave an undelivered packet on his desk, transfer it to another Postman or dispose of it in any other way than as indicated in the rules in this chapter.

2 Imperfectly addressed Packets. (a) When a Postman takes out a packet which is wrongly, obscurely or insufficiently addressed, he may tender it at the address for which he believes it to be intended if he has no reasonable doubt on the subject. Typical cases are referred to in (b) to (f) below. Caution is necessary, however, especially in the case of packets for delivery in town areas, and if the Postman is in any doubt, particularly if there are two or more persons with possible claims to the packet, instructions should be sought from the proper officer before delivery is attempted.

(b) A packet for a well-known person or firm, even when incorrectly or incompletely addressed, may be delivered provided there is no reasonable doubt that it will reach the person for whom it is intended.

(c) A packet addressed to a street, and to a person residing in the street but to no number, or to a wrong number, may be delivered to the person, provided that there is no reasonable doubt that it is intended for him. Before deciding that a wrong number has been used and attempting delivery at another address it must be ascertained that no person of the addressee's name resides at the number given.

(d) A packet addressed to a street, whether with or without a number, may, if there is no person of the name in the street, be delivered to a person of the same name in another street, provided that there is no reasonable doubt that it is intended for him.

(e) A packet addressed to a person well known in his business or professional capacity without a specific address, e.g., to "Mr. Palgrave, Solicitor, Grantham, Lincs." should be delivered at the addressee's place of business, if this is well known, and not at his private address or home, unless special instructions have been issued for this to be done.

(f) A packet for a Company, Institute or trading concern specifically addressed to a definite place of address

should be tendered for delivery there in ordinary course, whether or not the name of the concern is permanently exhibited at that address. In the case, however, of a packet vaguely addressed to such a concern at a street without a number or to a town but no street or number, the packet should be tendered for delivery only at an address where the name of the concern is permanently and prominently exhibited.

(g) Where a person is observed constantly to be receiving packets bearing a wrong or insufficient address the attention of the proper officer should be drawn to the fact.

(h) An imperfectly addressed packet of the kind referred to in this rule, whether or not it is quite clear that it cannot be delivered, must be submitted to the proper officer before being finally marked as undeliverable. Such a packet, on being returned to the sender, would usually call for marking with one or other of reasons 1 to 4 in the table in 5 below.

3 Other undeliverable Packets. A packet (other than one of the kind referred to in 2) which quite clearly cannot be delivered must also be returned to the proper officer without delay before being marked with the reason of non-delivery. One of the reasons 5 to 11 in the table in 5 will usually be appropriate.

4 Undelivered Parcels. If the Postman knows that the addressee of an undelivered parcel has given notice for the redirection of letters, he should mention the fact when he brings back the parcel to the office, or endorse the cover if he "pouches off".

5 Marking of reason of Non-delivery. (a) The standard markings are given in the table at the end of this rule.

(b) The markings must be written in ink or copying ink pencil.

(c) On letters the marking should, whenever practicable, be written on the address side, care being taken not to render the address illegible. If it is necessary for it to be written on the back, the letters "P.T.O." (please turn over) should be written in the upper left hand corner of the address side.

(d) On parcels the marking should be written on a label PP 40 which must be date-stamped and affixed to the parcel.

(e) In all cases the marking must be initialled by the Postman (or Postmen) on the walk.

TABLE

Circumstances of non-delivery	Reason of non-delivery to be written on cover
1 A packet addressed to the town only, or to a street without specifying the house, when the person is not known.	<i>Not known, or Not to be found</i>
2 A packet of which the address applies equally to two or more persons, or firms, when it is not known to which of them it ought to be delivered.	<i>Insufficient address</i>
3 A packet for a firm which is not known.	<i>Firm not known</i>
4 A packet addressed to a street or place when no street or place of the name is known within the delivery.	<i>No such street (or place) in</i>
	
5 A packet for a deceased person which cannot be delivered to a proper representative.	<i>Deceased</i>
6 A packet which has been absolutely refused.	<i>Refused</i>
7 A packet for a person who has gone away permanently and left no address.	<i>Gone away*</i>
8 A packet for a person who has gone away temporarily , and left no address.	<i>No answer</i>
9 A packet, the owner of which cannot be found, although it is addressed to a particular address.	<i>Not known</i>
10 A packet addressed to a ship which has sailed, and is not likely to return within a period of two months, and respecting which no instructions have been received. (A packet addressed to a person on board one of H.M. Ships which has sailed must, however, be handed back at once to the proper officer.)	<i>Ship sailed</i>

* ("Gone—no address," in the case of a parcel received from abroad.)

Circumstances of non-delivery	Reason of non-delivery to be written on cover
<p>11 A packet addressed to a ship not in port, but which may be expected to arrive, after being endorsed "Ship not arrived", must be handed to the proper officer. It will then be kept for two months.</p>	<p><i>Ship not arrived</i></p>

6 Trial Addresses. (a) A Postman is not allowed to write a trial address upon a packet but, should he obtain information, or should any means occur to him, by which the addressee of an imperfectly addressed packet can be found, he must hand the packet to the proper officer, who will decide whether the suggested trial should be made.

If, however, an unregistered packet which has been privately redirected is handed back to the Postman, he should write the word "Try" before the new address.

(b) A Postman must not leave a letter which is vaguely or incorrectly addressed, and is marked "Try....." at the amended address until he has satisfied himself by personal enquiry that it is intended for that address.

(c) If a packet previously endorsed by another Postman is handed to a Postman for further trial, he must not sign the endorsement of the first Postman without making the further trial. If he does so, and it subsequently transpires that the packet could have been delivered by an effort on his part he will be held responsible for its non-delivery.

7 Re-numbering of Houses or erection of new Buildings. When the houses in a street have been re-numbered, care must be taken that a wrong delivery, or a failure to deliver, does not take place owing to the change in the numbers. A Postman must at once report to the proper officer any alteration in the numbering or naming of streets, houses, etc., or the erection of new buildings.

8 Official Redirection—General. (a) A postman must not, except in case of emergency, act upon an oral instruction for the redirection of a letter or parcel but must ask the applicant to make the request in writing on a Request for

Redirection form, P 944, which can be obtained at any Post Office, and either to hand the completed form to the Postman or to send it to the Post Office.

(b) An Inland letter is officially redirected without payment of fresh postage. A parcel, on the other hand, when redirected, is liable to additional postage at the prepaid rate for each redirection, except where the original and the new addresses are both within the delivery of the same office, or are within the same Town Delivery area (all the London Postal Districts together being regarded for this purpose as one Town Delivery area), and, exceptionally, no charge is made in respect of parcels redirected to members of H.M. Forces (including Commonwealth and Allied Forces serving in the British Postal Area).

(c) In these circumstances a person wishing official redirection is required to specify on form P 944 whether he wants parcels to be redirected, and the Postman must take care that a parcel which cannot be delivered as originally addressed is officially redirected only if the addressee has given instructions to that effect.

9 Authentication of Requests for Official Redirection.

(a) Every request for redirection, after being handed to a Postman by the proper officer, should be dealt with as follows :—

(i) Examined to see that it has been correctly completed and that it bears the signature of each person concerned and shows their title (Mr., Mrs., Miss, etc.). Any simple omission or error should, if possible, be remedied at stage (ii). In other cases the attention of the proper officer should be called to the point.

(ii) Authenticated by enquiry at the old address.

(iii) The enquiry under (ii) should also confirm that the premises will be left unoccupied. If they will still be occupied—*e.g.* in the case of a lodger requesting redirection, or of part of a household going on holiday—the Postman should ascertain, if he can, whether the remaining occupant would be willing to undertake the redirection. The new address shown on the forms must **not**, however, be disclosed, nor should any person at the old address be allowed to see the form of request for redirection. The position in such cases should be reported to the proper officer on

return. If a *householder* is removing permanently, enquiry about the possibility of private redirection should not be made.

(iv) If everything is in order the Postman should certify the request by signing the form in the space provided.

(b) A request for redirection should be reported to the proper officer for authentication at the new address or for other appropriate action in any of the following cases:—

(i) When the request cannot be authenticated at the old address.

(ii) When there is reason to doubt the good faith of the application, or when any question arises as to ownership of postal packets—for example, in cases of deceased persons' letters, trusteeships, etc.

(iii) When application is made for the redirection of packets addressed to a business, firm, or to any association of persons.

(iv) When redirection is desired to an address which is believed to be a "House of Call" or a "Letter Bureau"—that is, an establishment at which postal packets are taken in to be called for.

10 Records of Redirection. (a) When Postmen are required to make records of requests for redirection the work must be done with care and, for the reasons given in 8, requests affecting letters only must be carefully distinguished from those relating to both letters and parcels. The requests are recorded on cards P 553, a separate card being used for each redirection notice. When a request includes parcels, the words "Including Inland parcels" must be clearly marked on the card. Cards relating to temporary removals should be marked in crayon or ink with a bold letter "T" and a circle placed around the expiry date.

11 Official Redirection procedure. (a) The redirection records and any other special delivery instructions must be consulted regularly at each delivery. Cards P 553 and any special instruction cards, P 395, should be sorted and set-in with the ordinary correspondence. After attention at each delivery each Postman must, unless otherwise instructed, transfer the cards P 553 and P 395 proper to his walk to the appropriate position on the inward or secondary fitting for use on the next delivery.

(b) A Postman must of course obtain a discharge for any registered, surcharged or charged packet for which

he has signed or is responsible before it is redirected, and the proper officer will himself redirect Inland Cash on Delivery packets. Subject to this the Postman will be responsible for re-addressing packets and handing them at once to the proper officer for disposal. If any packet directed to an old address has been treated as undeliverable in error, the Postman must inform the proper officer in order that the packet may be obtained, if possible, and redirected to the new address.

(c) When a packet is officially redirected, care must be taken that the new address is fully and clearly written on the packet with the post town in BLOCK letters. The original address, *but not the addressee's name*, should be struck through and, in the case of a parcel, the words "Redirected to" written before the new address. The packet must not in any circumstances be put into a fresh cover, but if several letters for the same firm or person come to hand at the same time for redirection to an address in the British Postal Area, they need not, unless they are large or bulky or are charged or surcharged, be redirected individually but may be tied in a bundle and enclosed in a wrapper P 688 bearing the new address. Charged and surcharged letters must invariably be redirected individually and not enclosed in wrapper P 688.

(d) Where the period during which redirection is desired is stated on the redirection record, the terminating date must not be overlooked. A request for redirection must always be cancelled at the proper time.

(e) About a fortnight before a redirection order relating to a *permanent* removal is due to expire, the Postman should report the fact to the proper officer who will make the necessary enquiries about the redirection order being renewed. This arrangement may be modified if local arrangements provide for requests for redirection to be examined by a separate officer.

12 Lapsed requests for redirection. A packet addressed to a person at a former address for whom a request for redirection is known to have been on record and to have since lapsed, must be treated in the same way as any other wrongly addressed packet. The fact that a redirection record has lapsed is, however, not of itself a sufficient reason for treating a packet as undeliverable, but in no

case is a lapsed removal record to be consulted for the purpose of correcting an address.

13 Persons who have removed without official notification. (a) If a Postman has a packet for a person who has removed, and whose removal has not been notified officially but whose new address can be ascertained, he must fill up a form of Request for Redirection, P 944, and hand it, together with the packet, to the proper officer, who will make the necessary enquiries and give instructions about recording the removal.

(b) A Postman must not deliver, during the temporary absence of the addressee, any packet at a different address from that which it bears, even if the addressee so requests, whether orally or by a notice exhibited on the door. Any such request should be reported on the Postman's return to the proper officer and, if it is to be complied with, the Postman will be so instructed.

14 Private Redirection (including Parcels). (a) A privately redirected letter is entitled to be forwarded without payment of fresh postage provided that it has been reposted not later than the day after its delivery (Sundays and Public Holidays not being counted), and has not been opened or tampered with at the first address.

(b) A privately redirected parcel is entitled to be forwarded without payment of fresh postage only if it has been reposted not later than the day after delivery (Sundays and Public Holidays not being counted), and if it would not be chargeable with fresh postage if officially redirected—*see* 8. The fresh postage on a chargeable redirected parcel may, or may not, be prepaid at the option of the person redirecting it.

(c) Anything redirected at a later date is liable to fresh postage, except letters and parcels for personnel of H.M. Forces and H.M. Ships (including Commonwealth and Allied Forces serving in the British Postal Area) on actual service which are exempt from any charge for redirection.

(d) A redirected letter or parcel which appears to have been opened or tampered with is chargeable as a freshly posted unpaid item irrespective of the time which has elapsed between delivery and redirection.

(e) A Postman may accept an unregistered Inland parcel which has been redirected privately and tendered to him while on delivery, provided that it does not appear to have been opened.

(f) All privately redirected packets which are proper to be charged must be handed to the proper officer for treatment.

(g) If a parcel which cannot be delivered as originally addressed is marked "Not to be forwarded", or with other words to a similar effect, it should not be redirected, but should be treated as undeliverable.

15 Telegrams: Official Redirection. The rules in this Chapter do not cover the redirection of telegrams. A Postman should tell any person who asks about the redirection of telegrams to obtain from a Post Office the special form T 12, provided for the purpose. If a completed form of this description is handed to a Postman he should pass it to the proper officer.

A VI DELIVERY—PARCELS

1 Mode of Delivery. (a) A Postman must never put a parcel into a letter box even at the addressee's request (unless he has official authority to do so), but must always hand it to some person at the address where delivery is effected. He must not leave it unprotected on the counter or other place in a shop or office. If a person refuses to take a parcel from his hands he must explain that, unless it is accepted, it will be treated as "Refused", except in the case of a Cash on Delivery or charged parcel which cannot be accepted when offered because, for example, the person has no authority to pay the charge.

(b) A Postman must not ask for or accept a signature for an ordinary parcel.

2 Parcels which cannot be delivered at the first attempt. If a Postman has a parcel which cannot be delivered because the addressee's premises are closed or attention cannot be gained, he must endorse the parcel and return it to the office in order that it may be taken out again, but in the case of a parcel which has perishable contents he must first consult the proper officer.

3 Misdelaivered Parcels handed back. (a) If a parcel has been misdelivered and is handed back to a Postman unopened, he must take it to the correct address, if it is on or near his delivery, and deliver it with an explanation and an apology. He should, if he can, obtain the cover for enquiry, and report the incident on his return to the office. If the correct address is on another delivery, not near the Postman's own, he should take the parcel back to the office if he is returning there ; if he is not, he should treat it in the same way as he would an undelivered parcel.

(b) If a parcel of this kind has been opened at the address at which it was misdelivered, the Postman must take it to the office to have it refastened, weighed, and properly endorsed. If he is instructed to deliver the parcel at the proper address, he should, where it can be done, ask the addressee to check the contents in his presence.

4 Damaged Parcels. (a) If a Postman has a damaged parcel to deliver he should be handed a form P 66 (Damage Report) on which he must in some cases which are given on the form enter certain particulars. He must not deliver the form with the parcel or hand it to the addressee for completion.

(b) Should he, before leaving the office, find a damaged parcel for which he has not received a form P 66, he should show the parcel to the proper officer, who will decide whether a form P 66 is necessary.

(c) If, after having started on a delivery, a Postman finds a damaged parcel which has not come under notice, he must note the following particulars concerning it, and report them on his return to the office:—date and office of posting; sender's name and address; addressee's name and address; date of delivery; nature and condition of contents and the way in which packed; sufficiency or insufficiency of the packing; whether the cover was marked "Fragile", "Eggs", etc. In the case of a registered item he should also note the registration particulars.

(d) If the addressee of the parcel wishes to complain of the damage or to claim compensation he should be asked to apply, in writing, to the Postmaster and to retain the parcel as nearly as possible in the state in which it was delivered. The giving of the information on form P 66 is not taken as equivalent to a complaint or claim by the addressee personally

5 Loose Labels. If a Postman has to deliver an addressed label which has become detached from a parcel, a form P 173 (in London, form M 45) should be provided for delivery with the label. The Postman should ask the addressee whether the parcel has been received and, if it has not, the addressee should be asked to apply at a Post Office for a form P 58 on which to furnish particulars.

**A VII DELIVERY—REGISTERED PACKETS,
JURY SUMMONSES**

Note: Unless they conflict with the following regulations, the rules regarding ordinary packets apply also to registered packets. In these rules the references to registered packets include insured packets to and from abroad.

1 Hand-to-Hand Check. It is essential for a hand-to-hand check to be made on all registered packets. A Postman, for his part, must be very careful to see that this check is observed as he may be held responsible for any loss or failure which may occur through negligence on his part. To this end:—

(i) He will be required to sign for any registered packet handed to him, and he must not part with it without obtaining a discharge. If he signs in error for an item he must see that the signature is cancelled and the alteration initialled by the officer who transferred it to him.

(ii) He must see that the address and the particulars of the registration label entered on the receipt form correspond with those on the packet, and if there is any discrepancy, report the matter for correction. If the packet is not for the Postman's walk, he must hand it back to the proper officer and obtain his discharge for it.

(iii) He must retain in his own possession all registered packets for which he has signed, and must not entrust any of them to anyone without obtaining a discharge. For example, if he is delivering from a van or handcart and has to transfer a registered packet to an assistant for delivery, he must obtain the assistant's signature in the book provided for the purpose.

2 Receipt to be obtained. (a) When a Postman delivers a registered packet he should tender the usual form on which he must obtain a receipt for the packet. A signature must include the Christian name or initial, and the surname, but it is not incorrect if it also includes such a prefix as Mr., Mrs., Miss or Rev. A signature consisting of surname and prefix only, as "Mrs. Brown", must not be accepted.

(b) The form, if not signed by the addressee, must be signed by some responsible person known to be permanently connected with the house or establishment and authorised to receive registered packets. The delivery of registered packets at several offices or residential flats in one building should follow the practice prescribed or

recognised for the delivery of ordinary packets for such addresses provided there are no official instructions to the contrary. When delivery would have to be made to a responsible housekeeper or other attendant, delivery of registered packets may be so made provided that his office or residence is in the same building (or in an adjoining block of buildings bearing the same general address).

(c) The signature of a lodger must not be taken except for his own registered packets and in no circumstances may a registered packet be delivered to a child.

(d) If the recipient is unable to write he must sign the receipt by making his mark in the presence of a witness, who must add his name and address and the word "Witness".

For example :—

John Jones
x
his mark.

Henry Brown (Witness),
14, High Road,
Bolton, Lancs.

The Postman may himself witness the mark of the recipient provided that the recipient is known to him and the signature of another witness cannot be obtained.

(e) A Postman must dispose of the receipts for delivered registered packets and any Advices of Delivery (A.R. forms), *see* 4, in the way prescribed. At offices where receipts and A.R. forms are numerous they should be faced in a neat bundle secured by string or a wire clip.

3 Delivery otherwise than as Addressed. When a Postman delivers an imperfectly, wrongly, obscurely or insufficiently addressed registered packet at the address for which he believes it to be intended he must note on the back of the receipt (and on the A.R. form if there is one) the actual address at which the packet was delivered.

4 Advice of Delivery (A.R. forms P 87 or P 68). When a registered packet is accompanied by an Advice of Delivery form, the Postman must see that the address, and the particulars on the registration label, correspond with those on the packet. On delivering the packet he should ask for a signature on the A.R. form as well as on the delivery receipt. The date of delivery should be inserted on the A.R. form. A signature on the delivery receipt must be obtained when the packet is handed over.

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If, however, the recipient refuses to sign the A.R. form, the packet should nevertheless be handed over against receipt and the A.R. form taken back to the office in order that delivery of the packet may be officially certified on the form before it is despatched to the sender.

5 Damage. A damaged registered packet (other than a flat letter of ordinary type in an envelope) which has come under notice should be accompanied by a form P 66 (Damage Report). So far as the damage is concerned the treatment should be the same as for an ordinary damaged parcel.

6 Redirection. Treatment of Receipt and A.R. Form. If a registered packet is redirected because of a request for official redirection, or at the request of the person to whom it is tendered for delivery, the new address must be entered on the receipt form and on the A.R. form (if any), the date and time of the entry of the new address being shown on the receipt form but not on the A.R. form. The Postman must hand the packet (and A.R. form if any) to the proper officer and obtain a discharge for it.

7 Privately Redirected and Unclaimed Packets not to be accepted. If a Postman is asked to receive back for disposal or transmission to a new address a registered packet after it has been duly delivered, he should decline to accept it, and request the person tendering it to take it to the Post Office.

8 Packets brought back from attempted Delivery. When a Postman brings back an undelivered registered packet he must see that he obtains a discharge for it either by obtaining the receiving officer's signature on the delivery receipt form, which should then be disposed of in the same way as other receipts, or by obtaining a certificate of posting which must be retained by the Postman for at least seven days.

9 Undeliverable Packets. In the case of an undeliverable registered packet, the reason why it could not be delivered must be noted on the receipt form (and on the A.R. form if there is one) and also in the usual way on the packet itself.

10 Jury Summonses. (a) A Jury Summons bears the words "Jury Summons" on the address side, is crossed with blue lines like a registered letter, but no registration label is affixed. A receipt is not to be obtained on the delivery of a Summons, but its delivery must be recorded

by the Postman on form P 27a (in London on form LPR 1068) the form being signed by the Postman and handed in for filing on his return to the office.

(b) If the addressee is dead or has permanently removed, the Summons should be endorsed accordingly and handed back to the proper officer. If, however, the addressee is temporarily absent from home and has made a "Request for Redirection", the Summons must be redirected.

11 Citation Letters, Sheriff Court Citation Letters and Jurors Citation. These, in Scotland, should be delivered in the same way as ordinary registered letters. If the Letter cannot be delivered or redirected, the reason must be written on the address side *in red ink*, and the Letter handed to the proper officer on return to the office.

A VIII COLLECTION—GENERAL

1 General. (a) A Postman when collecting from a public or private posting box must place the proceeds of the collection direct into the bag with which he is provided. He must not place any postal packet in his pocket or in any bag which is his private property. When he collects a sealed bag he must see that it is properly sealed and secured before he takes charge of it.

(b) Before proceeding on collection a Postman must obtain from the proper officer the necessary letter box keys. If his duty requires it he must also obtain the necessary letter box tablets and coins and "Not in Use" labels for testing stamp selling machines.

(c) A foot or cycle Postman must carry his keys inside his pouch secured by a chain or strap, and the keys or card P 734 must be produced on request at any office or premises from which a collection is being made.

(d) A Postman must be careful not to make a collection from a Post Office or letter box or private posting box before the fixed time. If the carrying out of this instruction involves waiting at any point of the journey the fact must be reported to the proper officer without delay.

(e) On return from collection a Postman must report his arrival to the proper officer. He must invariably turn his collecting bag inside out.

(f) If a card P 734 is lost, the Postman must report the loss to the proper officer immediately on his return to the office.

2 Compulsory Registration. Should a Postman making a collection notice a packet containing coin or jewellery, or bearing the word "Registered", or any other word like it, he must, as soon as he returns to the office, hand the packet to the proper officer. That officer will, in the Postman's presence, enter particulars of the packet in a certificate of posting book and the Postman should initial the undercopy. The Postman must on no account allow any part of his collection to be disposed of until the packet has been picked out.

If such a packet is observed whilst a collection is being disposed of at the office it should be picked out at once and treated in the same way.

3 Postal Packets not to be given back. On no account may a Postman give up his collection to any person who accosts him outside the office, nor may he part with a

packet once it has been posted, even to a person whom he may know to be the sender, and even if the item has been posted in a private posting box. If a Postman is approached under what he considers to be suspicious circumstances he must report the matter immediately on reaching the office.

4 Letters posted in Letter Boxes accompanied by Coin for prepayment of Postage. Any unpaid or insufficiently prepaid item posted in a letter box must not be associated with coin found in the box even if the coin is attached to the packet; the Postman must, on his return to the office, hand the packet and coin to the proper officer with an explanation.

5 Inability to complete Collection. Except where other arrangements are made, if a Postman is unable to complete his collection because his collecting bag is filled before he has completed it, or because the parcels collected are too numerous or too bulky for the usual means of conveyance, or from any other cause, he should, if possible, telephone the proper officer from the nearest Call Office, stating what boxes or offices are still to be collected from, and proceed, as soon as he can, with the packets which he has collected, to the office.

6 Letter Box Tablets. (a) Each public letter box has a notice plate showing the times of collection and a tablet above showing the time of the next collection.

(b) When a Postman makes an advertised collection from a box he must take out the tablet which is showing and insert the tablet which is appropriate to the next collection shown on the notice plate below. This tablet will be found in the container on the back of the letter box door. Special tablets in respect of standard relief collections to indicate that the box has been cleared will also be found in the container.

(c) The tablet which has been removed must be placed in the Postman's pouch, taken to the office and handed to the proper officer unless different arrangements have been authorised.

(d) To replace the tablets which have thus been removed, the Postman is required on certain scheduled collections arranged locally to take tablets from his office and replace them in the containers in the letter boxes. Each tablet bears an indication of the box to which it belongs and the

Postman must be careful to replace each set in the appropriate box.

(e) Where a wrong or defective tablet is shown, or any irregularity in connexion with a tablet occurs, the occurrence must be reported to the proper officer.

(f) If a Postman loses or damages a tablet he may be called upon to pay for a new one.

7 Custody of Letter Box Keys, Bags, etc. A Postman is responsible for the safety of the letter box keys and bags, etc., entrusted to him. He must keep the keys carefully in his possession while they are in his charge. He will be liable to pay for any that may be lost or damaged by carelessness. The keys of the boxes, etc., must be handed to the proper officer on completion of the collection.

8 Opening of Letter Boxes. The following instructions with regard to the treatment of locks, keys, etc., should be carefully observed:—

(i) Press the key firmly into the lock before turning it.

(ii) Turn it only half-way round.

(iii) If any difficulty is experienced, clean out the pipe of a key of old pattern with a piece of wire or a large pin. Obstruction is sometimes caused by the displacement of the inner shield of the lock; this can usually be overcome by use of the special hooked implement attached to the key ring. This implement can also be used to remove dirt, etc., blocking the keyhole.

(iv) If, after trying as above, the lock will not yield, do not persevere and strain the key but proceed with the collections from other letter boxes. The matter should be reported to the proper officer immediately on return to the office, or earlier by telephone if necessary to avoid serious delay.

9 Opening of Dual Boxes. In no circumstances may the doors of a dual Pillar Box, or of two Wall Boxes placed side by side, be left open at the same time.

10 Clearance from Letter Boxes. The letter box chute must be opened to its fullest extent, and after removing the letters the Postman must carefully examine the box to see that no letter is left behind, thrusting his hand up as high as the aperture, when the construction of the box does not permit the whole of the interior to be seen.

11 Overfilling of Letter Boxes. When it is found that the amount of correspondence posted in a letter box is

regularly more than the box can reasonably hold the matter should be brought to the notice of the proper officer.

12 Locking of Boxes and care of Keys, etc. The following instructions must be carefully observed :—

(i) Remember to display the proper tablet and ensure that it is pushed home into its socket so that it does not project above the door.

(ii) Do not remove the key of a box until the door has been closed.

(iii) Do not slam the door and do not place the hand in the posting aperture, so as to grip the lower lip, when closing the door, as injury to the fingers might result.

(iv) Lock the box securely and replace the shield, if there is one, over the keyhole. If there is any difficulty in turning the shield, or if it works so loosely as to admit of its being turned without the use of a key, report the matter to the proper officer.

(v) Take care not to drop the keys on the pavement or to throw them upon anything hard.

13 Maintenance of Letter Box. (a) Unless otherwise arranged a Postman must oil the hinges of a box at least once a quarter, or whenever they require it; and he must see that the interior of a box is kept free from dust and dirt. If :—

(i) information on the notice plate is incorrect;

(ii) the notice plate is damaged;

(iii) the interior of the box is very dirty;

(iv) the box or any of the internal fittings appears to be damaged or defective in any way; or

(v) label notices, *e.g.*, advertisements, are affixed to the box (except those officially authorised, for example, at Christmas)

the matter must be reported to the proper officer at the first opportunity.

14 Collection of letters and parcels by Postmen-Drivers from private premises. The vehicle should not normally be left unattended, but where this is unavoidable for a short period for the purpose of making a collection, the Postman-Driver must always use any means provided for preventing theft of or from a vehicle. The vehicle should

generally be loaded by the sender under the superintendence of the Postman-Driver who should, however, render any necessary assistance. Any case of difficulty should be reported by the Postman-Driver to the proper officer on his return to the office.

AIX STATION SERVICES

Note: The following is not a complete code of rules on the subject. Any further instructions required will be given by the proper officer.

In London, a separate rule book is provided.

1 General. (a) A Postman who performs station services is provided with a list of all mails which he is required to receive or to despatch. Form P 1172 or P 1173 is normally used for this purpose, except at a few of the largest offices.

(b) A Postman must not, without proper authority, allow any other officer to despatch or receive bags for which he is responsible, except where trains are late and do not arrive during his period of station duty. In such circumstances, the officer performing the relieving duty should be informed, and any mail for despatch transferred to him. Where there is no relieving duty, instructions should be sought from the proper officer.

(c) A Postman should be in attendance on the platform at least five minutes before the time at which a mail is due for despatch and in time to accept the mails from the Guard when the train arrives.

2 Protection of mails against loss or theft. (a) Bags must be carefully guarded by officers to whom they are entrusted. A Postman is responsible for the custody of all mails in his charge until he has handed them over to the Post Office servant or Railway Guard who is authorised to accept them. They must on no account be left unattended or in the custody of an unauthorised person for any period, however short. A Postman must never allow any unauthorised person to interfere with the mails, and he must never allow anyone, whether a Post Office servant or not, to open a mail without written authority from the proper officer. A Postman is expected to exercise vigilance in the protection of mails even though they may not have been entrusted specifically to his care. If he observes any letter mails lying unprotected on the platform, he should do his best to safeguard them. He should find out, if possible, the train by which they have arrived and report the matter in due course to the proper officer.

(b) If a Postman observes a mail bag in the possession of a member of the public he should report the matter

to a member of the Police Force (Railway or Civil) if one is available. Otherwise, he should ask the holder to explain his possession of the bag and endeavour to establish his identity. A report on the matter should be made at the earliest opportunity.

3 Careful handling of mails. (a) Bags of postal packets must be carefully handled, and special care must be given to those bearing "Fragile" labels. They must not be dropped roughly into or out of a vehicle during loading or unloading, or be thrown or dragged unnecessarily. Bags taken up or down stairs must not be dragged and jolted from step to step. Bags must not be left where there is any chance of their being adversely affected by the weather or other cause. A Postman must not sit or recline on mail bags.

(b) A Postman should report any rough or negligent treatment which he notices.

4 Examination of mails. (a) A Postman on station duties is responsible for seeing that all mails shown in his Station Messenger's Mail List are duly despatched or received. So far as the number of bags, the time available, and the prevailing conditions will allow, he should:—

- (i) confirm that the number of bags advised on each "final" label is duly received or despatched ;
- (ii) see that each bag is correctly labelled ;
- (iii) examine the fastenings and seals of the bags ;
- (iv) see that no bag has been damaged externally.

(b) When a Postman transfers mails from one train to another, or from one mail vehicle to another, he must carry out the above precautions as far as is practicable under the conditions of the transfer.

(c) If a bag is found to be unsealed, insecurely fastened or torn, the attention of the train guard or other official who has been in charge of the mail should be drawn to the condition of the bag, and any explanation which may be offered should be included in a report which must be submitted at the earliest opportunity. If the bag is one for transfer to another train, a Postman should not send it on if it seems unlikely to reach its destination safely because of insecure sealing or fastening, faulty or incomplete labelling or the unsound condition of the bag. If, however, the bag is only slightly torn, the damage should be temporarily repaired by gathering the ends round the hole and tying securely with string, and the bag should then be sent on.

(d) If there is any reason for thinking that a bag has been tampered with in the train or at the station the attention of the station officials should be drawn to it and the bag transferred with a report to the local sorting office at the first opportunity. If the bag is one for transfer to another train, it should not be sent on until it has been examined and reconditioned in the local sorting office.

5 Loading of mails into trains. A Postman must be careful to load letter mails into the proper sections of the train as arranged by the Railway officials. As far as possible letter mails should be loaded separately from any parcel bags that may be in the van. In order that letter mails shall not be left unattended he must remain in the immediate vicinity of the van until the guard, having completed any duties which may take him away from the van, takes over, or until the train departs. Similarly, a Postman must not leave parcel bags unattended unless he has delivered them into the charge of the responsible Railway official.

6 Mail not despatched in proper course. If a Postman fails to despatch a mail in proper course, or if he does not despatch the proper number of bags, he must at once report the failure to a responsible officer, by telephone if necessary, and ask for instructions. If he fails to despatch a mail and cannot get instructions before the departure of the next train by which it could be forwarded, he should despatch the mail by that train and advise the office to which the mail is addressed, and any offices of transfer on the route, if known, of the failure to despatch the mail in proper course and of the train by which he has sent it. If he cannot telephone or telegraph to the office of destination, he must do what he thinks best in the circumstances and report fully what he has done.

7 Mail not received in proper course. If a Postman fails to receive a bag in proper course, he must promptly enquire of the train guard or other Railway official who should have had charge of it, the reason for its non-arrival and the time at which it may be expected to arrive. He must report the failure immediately.

8 Bag out of course. Should a Postman receive a bag out of course he may dispose of it at once if he is quite sure of its destination and the proper course it should follow. He must immediately report what he has done.

If in doubt he should obtain instructions or, if this is not possible, send the mails to the local sorting office.

9 Incorrectly labelled mails. (a) If a bag for despatch is incorrectly labelled, a Postman must not despatch it unless he can put the mistake right with certainty.

(b) If a bag received is incorrectly labelled he should put the mistake right if he can do so with certainty and he may receive it if he is satisfied that it is for his office; otherwise he must treat it as an "out of course" mail.

10 Inward mail arriving late. If an inward mail arrives late at a railway station, the cause of the late arrival must be ascertained, if possible, from the train guard and then reported to the proper officer.

11 Personal behaviour. (a) A Postman must not assist in moving passengers' luggage, and he is not to accept "tips" or "treating" at their hands. Moreover, he must not visit station refreshment rooms or buffets except during authorised relief periods.

(b) A Postman must not board or leave moving trains.

(c) If a Postman is required to transfer mails across the metals in the course of his duty, he must:—

(i) be careful to observe the position of the signals;

(ii) use every precaution to avoid danger, consulting the Railway officials as may be necessary.

A Postman must not cross the metals for personal reasons.

12 Railway Authorities and the handling and care of mails. (a) Under standard arrangements, Post Office staff should handle letter mails and Railway staff should handle parcel mails at stations. Handling includes loading into and unloading from trains, conveyance from train to train, or between road van and train, or train and road van.

(b) At some stations, the standard arrangements have been modified to suit the convenience of one or other of the parties, and Railway staff may be handling letter mails or Post Office staff handling parcels mails.

(c) It is important that no change in the existing division or work between Railway staff and Post Office staff should be made without proper authority, and a Postman should report at once any change in the usual day-to-day arrangements which he may see.

(d) Disputes with Railway staff should be avoided, but a report to the proper officer should be made of any

failure to deal promptly and properly with mails, or any action on the part of the Railway staff which seems prejudicial to the mail service.

(e) A Postman should be careful in his use of station lifts, trucks, trolleys, etc., which are made available to the Post Office by the Railway Authorities.

13 Station Mail Room. (a) If there is a mail room or other lockable enclosure at the station a Postman should not allow unauthorised persons to enter it. If a Postman leaves the room or enclosure unattended, even for a short time, he must lock the door and remove the key.

(b) A Postman should keep a daily record on form P 96 of all irregularities coming under notice and must dispose of this form regularly as instructed.

(c) On receipt of service messages, whether by telephone or telegraph, a Postman should enter the time on the back of the message or form and initial the entry. He should take the necessary steps to attend to the message and note what he has done on the back. If the message is by telephone he should ask for, and make a note of, the name of the sender.

(d) If there is any accumulation of inward parcel mails at the station awaiting transfer to the sorting office, a Postman should advise the officer in charge if this has not already been done.

14 Apparatus Duty. Special instructions are issued for the guidance of Postmen who perform apparatus duty.

**A X VANS UNDER CONTRACT, HANDCARTS
AND CYCLES, ACCIDENTS**

1 Transfer to and from the Van. (a) Where a Postman is employed on a contract van he must transfer the postal packets (both those for delivery and those collected) to and from the van. He must see that the doors, windows, etc., of the van are properly closed and secured, and that the bags and loose parcels are safely packed.

(b) In the case of a collection from a private firm, other than from a private posting box, normally the vehicle should be loaded by the sender, but the Postman should render any necessary help. Any case of difficulty should be reported by the Postman to the proper officer on his return to the office. In the Provinces, the Postman must carry the bags and loose parcels, if any, from Branch Offices and Town Sub-Offices, and in London must assist in doing so.

2 Prescribed Route. The Postman must see that no time is lost on the road, and that the prescribed route both on delivery and collection duties is followed, and he must report the cause of any loss of time or deviation from the prescribed route to the proper officer immediately on return to the office. If the prescribed route is blocked from any cause, the nearest thoroughfare to regain it should be taken, and the Postman is responsible for seeing that no collection is missed in consequence of the deviation.

3 Break-down of the Van. Should a van break down, the Postman must, after securing the doors, windows, etc., leave the packets in charge of the driver while he telephones to his office for instructions.

4 Van to be secured when left. (a) The doors, windows, etc., of the van must similarly be properly secured and locked by the Postman when he leaves the van to collect or deliver. Except in case of accident or break-down, he must not leave the van for any other purpose whatever. If the device for locking the door of the van is controlled by the driver, all communications between the Postman and the driver must be by word of mouth. The Postman should stand where the driver can see him when making a request for the door to be opened or locked.

(b) If the Postman would otherwise have to leave registered packets for which he is responsible in the van accessible either to the driver or to an assistant, he must lock them in the bag supplied for the purpose.

5 Driver not to leave the Van. On returning to the van after each call, the Postman must instruct the driver where he is to make the next stop. The driver must not leave the van during the journey.

6 Postmen in certain cases to ride inside the Van. In the case of a van opening at the back the Postman must ride inside if provision is made for him to do so. In other cases he must ride by the side of the driver. He should see that the door of the van is properly locked. When Postmen are being carried as passengers in the body of the van the rear doors may be locked, but the "shooting" bolt must always be kept in the unlocked position and the locking bar must not in any circumstances be placed horizontally across the rear doors. In cases of emergency, the locked rear doors can be opened by withdrawing the bolts of the near side door and pushing both doors outward. If a Postman is required to travel in the body of a hired commercial vehicle employed on mail services (e.g., during the Christmas pressure period) he must not stand while the vehicle is in motion and he must not ride on the tailboard (whether this is up or down) or on the sides of an open vehicle.

7 No admission to Van. No one except the driver and the Postman is allowed to ride in or on the van without official authority. The Postman is responsible for seeing that this rule is carried out.

8 Van to carry nothing but Postal Packets. A Postman must not allow articles belonging to the contractor to be placed inside a van.

9 Examination of Vehicle. (a) A Postman must examine the van used for the conveyance of mails at the beginning and end of the journey, and satisfy himself that no bag or packet has been left in it. Should any bag or packet have been left in the vehicle on a previous journey, he must immediately report the matter.

(b) Any defect in a van should be reported.

10 Care of Handcarts. (a) Handcarts must be kept clean and in good working order. When the duty of maintenance is assigned to a Postman it must have regular attention.

(b) A handcart should always be propelled on the near side of the road, but care should be taken to avoid street gratings which might damage the wheels or springs.

(c) Any defect in a handcart should be reported.

11 Handcarts—Duties of Assistant. When a Postman on a parcel collection or delivery is accompanied by an assistant, the Postman himself will be responsible for the security of the handcart, and of the parcels in his care, and similarly for the safe conveyance of the parcels collected. If the assistant is employed solely as a guard and for propelling the handcart, he should not be allowed to have access to its contents, and the Postman must retain the key. In some cases, however, it is the duty of the assistant to help in the delivery of the parcels, and in such cases the Postman, in addition to delivering the parcels in the immediate neighbourhood, must retain possession of the key and hand out to his assistant parcels for delivery. If a charged or registered parcel has to be so transferred, a discharge must be obtained from the assistant in the book provided for the purpose. The Postman is at all times responsible for seeing that the handcart is properly secured.

The assistant, if an adult, should propel the handcart with the assistance, if necessary, of the delivering Postman. If the assistant is under 18 years of age he is not required to propel the handcart himself but he should give the delivering Postman assistance in doing so.

12 Control of Driver or Assistant. The driver of a van and the assistant on a handcart service are under the Postman's control, and the Postman must report any case of neglect or misconduct on their part.

13 Cycle, Cycle-carrier or Handcart left unguarded.

(a) When a Postman has to leave a cycle unguarded he must retain all registered articles in his personal possession.

(b) When he has to leave a cycle-carrier with a locked receptacle, or handcart, unguarded for the purpose of collecting packets, he must lock the doors or flaps.

14 Cycles. (a) A Postman should, before starting on a journey on an official cycle, see that the machine is in satisfactory working order. In particular, he should satisfy himself that the head of the cycle is not loose, that the bottom bracket axle and cup are in good order, that the chain and brakes are properly adjusted, and that the tyres are inflated. Any defects which the rider is not himself required to remedy should be reported at once; and the cycle must not be used if its condition is unsafe.

(b) Similarly, any defects discovered while a cycle is in use should be reported on the Postman's return to the office (unless the repairs necessary are of a minor character proper to be attended to by him), either by entry in the Fault Book, if one is in use, or orally to the proper officer. If a machine is used by more than one Postman it must, if unsafe, be so labelled, or other steps must be taken to prevent its use by another Postman before the necessary repairs have been made.

(c) Particular care must be taken to avoid any damage to the paint of a pillar box through allowing the carrier or handlebar of a cycle to scrape against or to come into sharp contact with the box.

(d) When a cycle (or cycle-carrier) is used, the Postman may be responsible for keeping it clean and in good running order. If he is provided with an official cycle he will be expected to attend to it outside his scheduled hours of attendance, and will receive a weekly allowance for this purpose while the machine is in use, unless other provision for cleaning has been made.

15 All accidents to be reported. Accidents on duty, however slight, should be reported immediately, and the names and addresses of any witnesses should be furnished, together with particulars of the time, place and cause of the accident. Any delay in reporting the circumstances may prejudice a claim to compensation.

16 Procedure when another party is involved. (a) An officer who, while on foot, riding a pedal cycle or accompanying a van under contract, on official duty, meets with a road accident in which another party is involved, should if possible call a Police Officer, render what assistance he is able to any other party who may have been injured and ascertain and note the following information:—

- (i) The time and place of the accident.
- (ii) The extent of the injury or damage to any person, animal, vehicle or property.
- (iii) The name and address of the other party and of all witnesses possible.
- (iv) His own and the other party's position in the roadway at the point of impact.

(v) The direction and speed of travel of the parties concerned.

(vi) What signs of approach, if any, were given.

(b) He may furnish the Police with any necessary information they may require, but he should not make any statement regarding responsibility for the accident. Any unguarded statement such as "It was purely an accident" or "You could not help it" may seriously prejudice any claims which either he or the Department may have against the other party.

(c) In reporting the accident all the particulars noted should be stated and it should be indicated clearly whether the traffic regulations were complied with. A rough sketch showing the position of all vehicles or persons concerned in the accident should also be furnished. If the officer was cycling or in charge of a truck, handcart, etc., the report should be made on a form P 694 (a copy of which he should carry with him in a leather pouch MB 83, if supplied for other purposes, or in a pocket case SS 425).

(d) The procedure to be followed where Postmen-Drivers of motor vehicles are concerned is indicated in the special instructions issued to those officers in **Rg. 39**.

RULES FOR POSTMEN ON OUTDOOR DUTIES

SECTION B

Additional Rules for Town Postmen

I General and Equipment

II Delivery

III Collection

Note: Postmen whose outdoor duties are confined to Town areas do not require Section C containing additional rules for Postmen on Rural duties. Postmen whose duties are partly Town and partly Rural require both Sections B and C.

RULES FOR POSTERS ON
OUTDOOR UTILITIES

PARTION B

- 1. General and Purpose
- 2. Delivery
- 3. Location

These rules apply to all posters on outdoor utilities. The purpose of these rules is to ensure that all posters are clear, legible, and do not obstruct the view of the utility. Posters should be placed in a location that is easily accessible to the public and does not interfere with the operation of the utility.

BI GENERAL AND EQUIPMENT

1 Maintenance of Scheduled Working. A Postman must be ready to start his official journey—outward and inward—punctually at the appointed times. He must avoid all loitering or unnecessary conversation and, unless he is authorised to “pouch-off”, he must return to the office immediately his delivery or collection is completed. A Postman should maintain a reasonable speed of walking—the official rate is 100 yards a minute.

2 Order of Delivery. The exact route which a Postman is to take in delivering is arranged for him. He should ascertain the approved order as regards the streets and roads to be served and the order in which packets are to be delivered and he must adhere strictly to it. No alteration of any sort may be made in a delivery without instructions.

3 Special Delivery Instructions. A Postman must make himself acquainted with all instructions affecting his delivery, such as orders relating to removals, etc.

4 Maximum Loads. (a) A foot Postman on town delivery is not required to carry a greater weight than 35 lb. including the weight of official keys, bags, etc., as well as letters or parcels. Should the load to be carried exceed that weight, he should call the attention of the proper officer to it so that any necessary adjustment may be made.

(b) A foot Postman on town collection may employ a cab or other conveyance when the weight of a collection exceeds 35 lb., including the weight of official keys, bags, etc., as well as parcels and letters and the distance still to be covered is more than a quarter of a mile. He should not use a cab when the distance is less than a quarter of a mile, except when the weight to be carried greatly exceeds 35 lb., or there are other exceptional circumstances which make the use of a cab necessary. If he employs a cab, he should, if practicable, reduce the number of separate bags by placing small bags inside larger ones. On reaching the office he must have his collection weighed, and bring the driver to the proper officer who will pay the fare.

(c) Paragraph (a) does not apply to a Postman under 18 years of age. When such a Postman is employed on delivery of mail, the weight to be carried should be well

within the weight appropriate to the Postman concerned. The following may be taken as a general guide:—

<i>At age</i>	<i>On foot</i>	<i>On cycle</i>
15 years	15 lb.	20 lb.
16 years	20 lb.	26 lb.
17 years	28 lb.	35/40 lb.

5 Maximum Limits of Travelling. No Postman may be called upon:—

(i) To walk more than 18 miles a day on an average.

(ii) To walk for more than 6 hours a day. This limit may be slightly exceeded where the district is semi-urban in character, or part of the work consists of delivery in a town area.

(iii) To cycle more than 26 miles a day, or 28 miles where the roads are good and the load moderate (for a carrier tricycle the limit is 22 miles a day).

(iv) To cycle, or cycle and walk, for more than 6 hours a day unless the circumstances are exceptional. As regards the limit of distance in the case of a mixed cycling and walking post, one mile on foot is regarded as equal to $1\frac{1}{2}$ miles on a cycle.

(v) Paragraphs (i) to (iv) do not apply to a Postman under 18 years of age. For such a Postman the following may be used as a general guide:—

The average daily distance to be covered by a Postman under 18 years of age without load should be 12 miles on foot and 27 miles on a cycle, the younger boys being required to travel rather less, and the older boys rather more, than those distances. Some reduction in the maxima may be called for when material loads are carried. Such reduction can be calculated using the following guide:—

On foot 1 mile with load equals $1\frac{1}{2}$ miles without material load.

On cycle 1 mile with load equals $1\frac{1}{3}$ rd miles without material load.

6 Equipment. (a) A Postman is provided with a water-proof canvas pouch (or satchel) in which to carry postal packets when making a delivery. If the load is too bulky for such a pouch, a large canvas wallet may be supplied, but this should be used in addition to, and not instead of, a pouch of the usual pattern.

(b) Electric lamps are supplied to Postmen engaged on delivery work during the hours of darkness. Postmen to whom electric lamps are issued must safeguard them

carefully and in order to check deterioration of the lamp containers the batteries should periodically be examined. Any defects in the lamps should be reported promptly and the battery consumption should be kept as low as circumstances will conveniently permit. The lamps must be surrendered to the appropriate supervising officer when called for.

(c) A Postman may be required to carry a small supply of form P 739 used when three attempts at delivery have failed, and one or two "Report of Accident" forms P 694; and he is provided with a small pouch or envelope for the disposal of undelivered letters when the arrangements for "pouching off" apply.

7 Procedure on going on and returning from Leave. Before going on leave a Postman must give to the proper officer his cape, pouch and lamp, and, for the information of his substitute, a copy of any special instructions relating to his walk. On return to duty after absence from any cause he must make himself acquainted with any orders issued, any changes made in his delivery and any removals notified during his absence.

B II DELIVERY

1 Arrangements for Delivery. (a) Parcels are sent out for delivery either with letters or independently.

(b) When the parcels are numerous, a Postman must, if instructed to do so, use a handcart for the purpose of delivery.

2 Delivery of Packets as addressed. (a) A Postman must deliver each postal packet at the house to which it is addressed, unless instructed to the contrary by the proper officer or unless it is obviously wrongly addressed. Any request for the delivery of packets otherwise than as provided in these rules must be reported to the proper officer.

(b) A Postman must not deliver a packet in the street, even to the person for whom it is known to be intended, or otherwise than in regular course.

3 Packets marked "Await Arrival", "Incoming Tenant", etc. (a) A packet directed to a particular house and bearing the words "To remain till called for" or "To await arrival", or words to that effect, is considered to be finally delivered when left at the address. If such a packet is afterwards returned to the Postman, the addressee not having called, it should be endorsed "Unclaimed".

(b) A packet addressed in a way (*e.g.*, "Incoming tenant", "Future Occupier", etc.) which indicates that the sender contemplates that the premises may be unoccupied should be delivered in the ordinary way, even though the premises are empty, provided that the packet is of a class which is properly deliverable into a letter box or through an aperture in the door.

4 Letters for Houses found closed. (a) If a Postman has a letter for a house where there is no letter box, and where, after a reasonable time, say one minute, no answer is made to the knock or call, or if, for a house with a letter box, he has a registered or charged packet or one too large for the box and can similarly obtain no answer, he must write the letters "N.A." (no answer) together with his initials on the front of the cover and take the item back to the office in order that it may be taken out again. A Postman on town duties who is allowed to pouch off should, however, dispose of undelivered items as indicated in 6.

(b) In all, three attempts should, when necessary, be made to deliver a packet. (For parcels with perishable

contents, *see* (c).) If the third attempt is unsuccessful and if the Postman cannot gain any satisfactory information from the neighbours, he should place a form P 739 in the letter box or, failing that, under the door. He should endorse the packet "P 739 left", add the date and his initials, and then return it to the proper officer who will give him any necessary instructions.

(c) In the case of parcels clearly marked as having perishable contents, special arrangements as regards leaving form P 739 may be permissible and the proper officer must be consulted in such cases.

5 Packets for Despatch to be Refused when Tendered. When engaged on delivery, a Postman must not accept from the public for despatch any postal packet which has not already passed through the post, unless he has been instructed to do so. He must, of course, accept any unregistered packet which has been delivered to a person for whom it was not intended.

6 Pouching-off. (a) If, instead of returning to his own office after delivery, a Postman is permitted to leave his undelivered packets at a Branch Office or Town Sub-Office, or to post them in a letter box, he must put them into the pouch or envelope provided for the purpose. An undelivered packet, must, of course, first have the reason for its non-delivery marked on it as prescribed in A V 5. If the Postman has any undelivered registered or insured packets, or any undelivered unregistered Cash on Delivery or charged packets he must not put them into the pouch or post them in a letter box. He must take them to a Branch Office or Town Sub-Office within the area served by his own delivery office, provided that they will be in time for inclusion in a collection made from the office on the same day, and obtain from the proper officer appropriate discharges. In the case of a registered or insured packet, the certificate should be attached to the corresponding delivery receipt form and returned in the pouch as an ordinary signed receipt. In the case of an unregistered Cash on Delivery or charged packet the receipt must be retained by the Postman for at least 7 days. If the undelivered packets in question cannot be handed in at a Branch Office or Town Sub-Office in time for collection the same day, the Postman must return with them to his own office and obtain a discharge from the

proper officer. He must never take home undelivered postal packets. If the serial number of the delivery receipt form is not already entered on an undelivered registered or insured packet which has to be handed in under these arrangements, the Postman must, before parting with the packet, write that number on the address side.

(b) If a scheduled duty finishes at a point on the delivery away from the office and the radial distance from this point to the Postman's home exceeds that from the office to his home by over half a mile, the Postman is entitled to claim compensation for the additional travelling involved. He must first formally notify the proper officer of the circumstances and have his eligibility for compensation confirmed. Thereafter any compensation to which he may be entitled should be claimed weekly on form P 838, which, when completed, should be handed to the proper officer. Separate arrangements as regards compensation apply in the case of Postmen employed in the Inner London area.

7 Delivery of packets sent otherwise than by Post. (a) A Postman, whether on or off duty, must not carry, distribute or deliver bills, circulars, letters, newspapers, or parcels which have not passed through the post, unless he has first obtained permission. He is forbidden to carry a packet of any kind on his own account and he must not make any private arrangements for the collection of letters for the post without special authority.

(b) In no circumstances are unposted parcels of newspapers to be carried by the Postman-Driver of a motor mail vehicle.

8 Completion of Delivery: Disposal of Undelivered Packets, etc. (a) When a Postman has finished his delivery he must, unless he "pouches-off", return to his office without delay and hand to the proper officer packets which he has been unable to deliver, and dispose of receipts, etc., in the authorised manner. A pouch or satchel used on delivery must be presented to the proper officer as required and a bag, when one is used, must be turned inside out before it is set aside.

B III COLLECTION

1 Order of Collection. When a Postman is instructed to make collections from Post Offices, letter boxes, private posting boxes or firms he must do so in the order named in his instructions and he is not to collect from any other places without special instructions. A Postman should report to the proper officer any change of occupier at a place from which special collections are made.

2 Handcarts : use of. A Postman must, when instructed to do so, use a handcart for collection.

3 Packets tendered to Postman on Collection duty. (a) A Postman must not accept or convey to the office any letter which may have been taken to a Post Office too late for the post, or may be offered to him while making his collection, unless it is handed to him at the time of making a collection from a letter box, *i.e.*, before he has closed the door of the box, put his collection bag on his shoulder, and moved away from the letter box.

(b) Any letter too large to pass through the aperture may be accepted if it is presented when a collection is actually being made from an office box cleared from the outside, or from a street letter box or from a private posting box.

(c) A parcel may be accepted only if it is an ordinary Inland parcel which has been redirected by a private person. The Postman must tell the person who proffers any other kind of parcel to hand it in at a Post Office.

4 Sealed and unsealed collections from Offices. Letters and parcels collected from a Post Office may be in sealed bags, unsealed bags, or handed over loose according to the standard arrangements in force for the particular office concerned. Certain collections may consist of both sealed and unsealed bags, and the latter may be secured either by string and labels or by chains, with spring hooks and identity discs. Unregistered letters may sometimes be collected untied in baskets.

5 Make-up of Mails. (a) *Parcel mails :* Bags containing parcels only are numbered serially (except where chains, with spring hooks and identity discs, are in use) and the figure on the label of the last bag handed to the Postman at any one despatch from any one office will be followed by the word "Final" or prefaced by the words "Total despatched".

(b) *Letter mails*: A single letter bag collected by a Postman will bear a buff address label. Where more than one bag is collected they will bear green "Extra Bag" tag labels, except the last bag which will bear a pink tag label showing the total number of letter bags handed to the Postman at any one despatch from any one office.

(c) *Combined mails*: Where letter and parcel bags collected from any office form a combined despatch, the parcel bags will be numbered "1 Extra", "2 Extra", etc., extra letter bags will bear green tag labels, and the last letter bag will bear a pink tag label showing the number of parcel bags and the total number of letter and parcel bags despatched.

(d) *Registered bags*: Where correspondence is handed over loose to the collecting Postman, he may, nevertheless, be required to collect a sealed green bag containing registered items. He must sign for the bag in the presence of the despatching officer.

6 Check on Receipt. When collecting bags from any office the Postman must see that they are properly labelled and, where necessary, securely sealed. He must ensure that he receives the proper number of bags, and should draw the attention of the despatching officer to any bag which is badly worn or has a hole in it.

7 Local (Red) Bags. (a) Mails collected from Town Sub-Offices will normally be in local (red) letter or parcel bags. Usually, these bags are exchanged on a barter system whereby the Postman hands to the Sub-Postmaster a like number of empty bags to replace full bags collected. When collecting from a Town Sub-Office at which the barter system is not in force the Postman should check the number of local (red) bags handed to him against the particulars entered by the Sub-Postmaster on the T.S.O. letter or parcel bill.

(b) In order to operate the barter system, empty local (red) bags must be carried by Postmen engaged on collection from Town Sub-Offices. The fixed number of bags to be carried on each service will be entered on the Postman's detailed duty sheet and/or exhibited in the sorting office.

(c) Collections from firms, military establishments, Government Departments and other outside bodies may also be handed to the Postman in local (red) bags and he should normally leave empty bags in exchange under the barter system. The names of those firms, etc., that do

not operate the barter system will be listed on the Postman's check sheet, P 857, on which he must record the number of bags collected at each transaction.

8 Loose Registered Items, etc., collected from Post Offices.

(a) The registered and other entry items are entered by the Sub-Postmaster or Officer-in-Charge on a bill. The bill with its headings and footnotes is self explanatory.

The Postman must :—

(i) See that the entries made are correct and, as regards registered, etc., packets, that they correspond with the numbers on the official labels affixed to the packets.

(ii) Sign the counterfoil of the office certificate of posting book, or other record, for each registered packet, remittance letter and insured packet handed to him. (One signature against the last relative entry, thus "Three—A.B." will suffice when three or more registered articles entered in consecutive order in one book are collected at one time).

(iii) Where an entry is incorrect, ask the responsible officer to make the necessary correction and to initial it.

(b) In addition, the Postman must sign the bill in the presence of the responsible officer and take it away with the collection. A bill must never be placed under the string of a parcel.

9 Defectively made up Registered Packets. If a Postman notices that a registered packet handed to him for collection is not properly sealed, or has some other defect in its make up, he must draw the attention of the responsible officer to the defect and, if the packet is not then put in order, he must bring the defect to the notice of the officer who receives the packet at the office where he disposes of his collection.

10 Packets which are to be handed over specially. When a Postman hands in his collection at the receiving office he must draw the attention of the proper officer to all packets he has received which seem to him to call for special attention, *e.g.*, on account of damage, bad packing, oversize and the like. He must also, of course, obtain a discharge for any registered and insured packets he hands over.

11 Safeguarding of Registered, etc., packets collected. A Postman must be very careful to safeguard all registered and insured packets he has collected. If he has been supplied with a green registered bag he must use it for keeping registered items apart from ordinary packets.

12 Forms attached to Parcels. Care must be taken to ensure that loose Customs declarations and despatch papers do not become disconnected from parcels for abroad.

**RULES FOR POSTMEN ON
OUTDOOR DUTIES**

SECTION C

Additional Rules for Rural Postmen

- I General and Equipment
- II Delivery
- III Acceptance of Packets from the Public while on Delivery
- IV Collection from Sub-Offices, Letter Boxes, etc.
- V Return to Office
- VI Miscellaneous Services for the Public

Note : Postmen whose duties are confined to Rural areas do not require Section B containing additional rules for Postmen on Town duties.

REGULATIONS FOR PORTERS OF THE TOWN OF BOSTON

SECTION I

General Rules for Porters

1. Porters shall be appointed by the Board of Health.

2. Porters shall be subject to the following regulations:

3. Porters shall be provided with a uniform and cap, and shall wear the same at all times when on duty.

4. Porters shall be provided with a badge, and shall wear the same at all times when on duty.

5. Porters shall be provided with a whistle, and shall use the same at all times when on duty.

6. Porters shall be provided with a watch, and shall use the same at all times when on duty.

7. Porters shall be provided with a key, and shall use the same at all times when on duty.

8. Porters shall be provided with a list of the names and addresses of the persons to whom they are assigned, and shall use the same at all times when on duty.

9. Porters shall be provided with a list of the names and addresses of the persons to whom they are assigned, and shall use the same at all times when on duty.

10. Porters shall be provided with a list of the names and addresses of the persons to whom they are assigned, and shall use the same at all times when on duty.

CI GENERAL AND EQUIPMENT

1 Maintenance of Scheduled Working. (a) A Postman must be ready to start his official journeys—outward and inward—punctually at the appointed times. He must avoid all loitering or unnecessary conversation and he must return to the office immediately his delivery or collection is completed.

(b) The timing of posts is based upon the nature of the route, method of travelling and average frequency of calls. Variation in the times of return will occur and the actual time of return should be recorded in the appropriate attendance record.

(c) In normal circumstances a foot Postman is expected to maintain an average speed of three miles an hour—including delivery.

2 Unauthorised Return of Postmen to starting point. A Postman is forbidden without special permission from the proper officer to make a practice of returning home during any interval supposed to be spent away from his starting point.

3 Rural Service Route instructions: Observance of. (a) A Postman is supplied with Route Instructions (form P 193) which must be signed by him and always carried when on duty in a case SS 425 or SS 425a.

(b) In the case of delivery services, the entries in the Instructions are to be understood as indicating as shortly as possible the route to be followed by a Postman, and he must deliver at every house on the route laid down.

(c) If a Postman finds that there is any house without a delivery, or if a new house is being erected near his walk, or if any place not on the direct route becomes unoccupied, or any other change occurs which materially affects the time necessary for his duty, he should at once inform the proper officer.

(d) Any change in road conditions necessitating a diversion from the authorised route or alternatively any road improvement which might save time on the journey should also be brought to the notice of the proper officer.

(e) Without instructions a Postman must not (i) deviate from the outward or inward route laid down, (ii) alter the order in which houses are to be served, (iii) deliver beyond the appointed limit, or (iv) vary the authorised frequency

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of delivery at places not entitled to service at every delivery.

(f) A Postman must not cross or walk along railway lines unless specially instructed to do so in his instructions. When his duty involves traversing railway lines, sidings or level crossings, he must be careful to observe the position of the signals and use every precaution to avoid danger. He must never walk between the rails.

(g) In cases of sudden illness or accident a Postman will do right in rendering such assistance to another Postman as he can without seriously delaying his own work ; but the performance of any part of the duty of another officer to enable the latter to be absent from duty without leave is a serious offence.

4 Rural Post Transfer Record. If a Postman has to despatch a Branch Postman at any point on his route, or to leave postal packets at a Sub-Office for delivery or despatch from that office, he must carry a Rural Post Transfer Record book, P 1182. In accordance with the printed instructions in that book, the Postman must himself enter in the book particulars of any packet for which he has given a signature (e.g., registered packets of all kinds—including remittance letters—Cash on Delivery parcels for delivery, etc.), but which he does not deliver personally. The Sub-Postmaster or Branch Postman must initial the entry respecting any packet transferred to him. The Postman should not, however, enter in the book particulars of a remittance letter or other registered postal packet addressed to the Sub-Postmaster for whom it is intended and for which he can obtain a signature on the usual receipt for delivered registered packets.

5 Public Holidays. (a) On public holidays (or local holidays recognised by the Post Office) a Postman is sent out as on an ordinary week-day ; but he may return to his starting office as soon as he has completed his delivery, collecting as usual on his way back, unless there is a Branch Postman from any point on his walk whose collected letters are on ordinary week-days despatched on the date of collection. In that event the Postman must, unless permission is given to the contrary, wait for the return of the Branch Postman, provided that he will not thereby be prevented from reaching his office in time for the Night Mail despatch. A Branch Postman should return as soon as he has finished his delivery.

(b) On public holidays a Postman working from a Sub-Office should not accept from the public packets for registration and parcels unless he is due to return to his Sub-Office before that Office is closed.

6 Notice to Public. A Postman must give notice to the public if he returns earlier on Christmas Day, Good Friday, or a public holiday.

7 Maximum Loads. (a) A foot Postman is not required to carry on either his outward or his inward journey, a greater weight, including his waterproof cape and other accessories, than 35 lb., and should the load to be carried exceed that weight he is entitled to assistance, to be provided, if possible, at the office from which he starts, or at the nearest Sub-Office.

(b) The limits of weight for cycling Postmen on rural duties are as follows:—

(i) Bicycles:—

Maximum weight to be carried on bicycle, 50 lb.

Maximum weight to be carried on Postman's person, 35 lb.

The limit of 50 lb. includes any correspondence carried on the Postman's person.

(ii) Tricycles:—

Maximum weight to be carried 70 lb.

(c) When a Postman is obliged to carry food for his sustenance while on duty, its weight is, within reasonable limits, recorded as part of his official load.

(d) In cases of unusual pressure on the inward journey, when a Post Office is not at hand, a Postman may obtain assistance on his own responsibility, taking care to incur as little expense as possible. He must report the facts to the proper officer immediately on arrival at the office at which he hands in his collection.

(e) Paragraph (a) does not apply to a Postman under 18 years of age. When such a Postman is employed the weight to be carried should be well within the weight appropriate to the person concerned. The following may be taken as a general guide:—

<i>At age</i>	<i>On foot</i>	<i>On cycle</i>
15 years	15 lb.	20 lb.
16 years	20 lb.	26 lb.
17 years	28 lb.	35/40 lb.

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8 Maximum Limits of travelling. No Postman may be called upon:—

- (i) To walk more than 18 miles a day on average.
- (ii) To walk for more than 6 hours a day. This limit may be slightly exceeded where the district is semi-urban in character, or part of the work consists of delivery in a Town area.
- (iii) To cycle more than 26 miles a day, or 28 miles where the roads are good and the load moderate (for a carrier tricycle the limit is 22 miles a day).
- (iv) To cycle, or cycle and walk, for more than 6 hours a day unless the circumstances are exceptional. As regards the limit of distance in the case of a mixed cycling and walking post, one mile on foot is regarded as equal to $1\frac{1}{2}$ miles on a cycle.

9 Equipment. (a) A Postman is provided with a water-proof canvas pouch (or satchel) in which to carry postal packets when making a delivery. If the load is too bulky for a pouch a large canvas wallet may be supplied, but this should be used in addition to, and not instead of, a pouch of the usual pattern.

(b) Electric lamps are supplied to Postmen engaged on delivery work during the hours of darkness. Postmen to whom electric lamps are issued must safeguard them carefully and in order to check deterioration of the lamp containers the batteries should periodically be examined. Any defects in the lamps should be reported promptly and the battery consumption should be kept as low as circumstances will conveniently permit. The lamps must be surrendered to the proper officer when called for.

(c) A Postman may be required to carry the following articles and, if so, he must be careful to take them out with him on each delivery:—

- (i) A pouch containing a credit stock of stamps.
- (ii) A certificate book for registered packets, one or more registered letter envelopes, and a blue pencil.
- (iii) A receipt book for cash handed to him for postal orders.
- (iv) A spring balance (in case) for weighing parcels, and a measuring tape.
- (v) A small supply of forms P 81 and PP 32.
- (vi) A whistle to be used for letting the persons on his walk know of his approach, especially on his inward journey.
- (vii) A form P 694 (Report of accident).

10 Shelter Huts. (a) The following principles govern the grant of official shelter:—

(i) In all cases in which shelter is required the primary responsibility for arranging for it—if possible without expense to the Department—rests with the Postmen themselves.

(ii) Postmen's wages are regarded as covering any small expense or inconvenience to which they may be put in this connexion in ordinary circumstances.

(iii) Where, however, a Postman's waiting interval is not less than two hours or, in the case of a mounted Postman, three hours, the Post Office will, upon application from the Postman concerned, and provided that the need for shelter is established, bear the reasonable cost of providing shelter, including ground rent, fuel, etc., the Postman being still responsible for making the preliminary arrangements as to site or accommodation. Cleaning materials and coal scoops can be obtained, when a need exists, from the proper officer.

(iv) Further, even when the wait is less than two hours, or, in the case of a mounted Postman, three hours but the circumstances appear to be exceptional, the Post Office will be willing also to consider the question of granting official assistance in the provision of shelter, each case being treated on its merits, and the Postman being responsible for the necessary preliminary arrangements.

(b) If a Postman is provided with an official shelter hut, he must use it regularly and keep it clean and in good order. He must secure the door carefully when he leaves the hut, first taking every precaution against risk of fire during his absence.

(c) Special attention is drawn to the absolute necessity of seeing that a hut is properly ventilated when the Postman is in it and has the door closed and a fire burning in the stove, as otherwise he will incur serious danger of asphyxiation.

11 Procedure on going on and returning from Leave. Before going on leave a Postman must give to the proper officer his cape, pouch and lamp, and, for the information of his substitute, a copy of any special instructions relating

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to his walk. He must also hand to the proper officer his credit stock of stamps, the key of his shelter hut (if any) and the Route Instructions (form P 193). On return to duty after absence from any cause a Postman must make himself acquainted with any orders issued, any changes made in his delivery, and any removals notified during his absence.

12 Private Letter Bags. (a) A Postman must carry private bags when directed by the Head Postmaster to do so.

(b) The weight of the bag when empty is limited to 2½ lb.

13 Testing of Telephone Apparatus in Kiosks. (a) A Postman may be required to apply a daily (or less frequent) test to call office apparatus in kiosks in remote rural areas. He will be instructed which kiosks to visit and, where appropriate, provided with the necessary tokens.

(b) In making a test the Postman should proceed as follows :—

(i) If the kiosk is occupied, assume that the apparatus is in order.

(ii) If it is unoccupied, call the exchange operator by the method described in the Call Office Instruction Card.

(iii) When the operator answers, say "Service test call" and give the telephone number of the kiosk as shewn on the instruction card.

(iv) If no reply is received from the operator within one minute, abandon the test and report the fault to the Exchange Supervisor from another kiosk on the route or, on return to his own office, from the office telephone or a call office nearby, giving the Exchange and number of the defective kiosk as shown in the route instructions.

It is essential that the Postman should, himself, make the reports to the Exchange Supervisor and not delegate the task to another officer.

CII DELIVERY

1 Delivery of Packets as addressed. (a) Subject to the exception under (b), a Postman must deliver each packet at the house to which it is addressed, unless instructed to the contrary by the proper officer or unless it is obviously wrongly addressed. Any request for the delivery of packets otherwise than as provided in these rules must be reported to the proper officer.

(b) A Postman may deliver a packet to its owner if he knows him personally and meets him on his walk, but not to any other person.

2 Packets marked "Await Arrival" "Incoming Tenant" etc. (a) A packet directed to a particular house and bearing the words "To remain till called for" or "To await arrival" or words to that effect is considered to be finally delivered when left at the address. If such a packet is afterwards returned to the Postman, the addressee not having called, it should be endorsed "Unclaimed".

(b) A packet addressed in a way (e.g., "Incoming Tenant", "Future Occupier", etc.) which indicates that the sender contemplates that the premises may be unoccupied should be delivered in the ordinary way, even though the premises are empty, provided that the packet is of a class which is properly delivered into a letter box or through an aperture in the door.

3 Letters for Houses found closed. (a) If a Postman has a letter for a house where there is no letter box, and where, after a reasonable time, say one minute, no answer is made to the knock or call, or if, for a house with a letter box he has a registered or charged letter, or a packet too large for the box, and can similarly obtain no answer, he must write the letters "N.A." (no answer) together with his initials on the front of the item and take it back to the office in order that it may be taken out again.

(b) If a Postman has a packet for a house which is temporarily closed, or if an answer cannot be obtained, he must leave a notice (P 81) in the letter box or place it under the door. He must take the packet out at the next delivery if it has not been called for in the meantime.

4 Private Roadside Letter Boxes. (a) Private Roadside Letter Boxes for delivery and collection purposes are provided by the owner by arrangement with the Post

office. A Postman must not deliver into or collect from a Roadside Box without instructions from the proper officer.

(b) Roadside Boxes are of two types, one with an aperture only and the other with a door. For the latter type the Postman must carry a key and the owner is required to pay the Department a fee for this service. Either type of box must be locked for security and if this is not done the proper officer must be informed.

(c) As a rule the Postman's instructions permit only of the delivery of ordinary unregistered letters, printed papers, etc., into a Roadside Box; but in certain cases the instructions may also permit of the delivery therein of unregistered parcels.

(d) In no circumstances may registered, insured and charged packets be delivered into a Roadside Box and in no circumstances may registered packets and unregistered parcels be posted in a Roadside Box. A Postman who has a registered, etc., packet for delivery to a person using a Roadside Box must leave the packet at the nearest Post Office against discharge and place a notice in the box saying that there is a registered, etc., packet waiting at that office to be called for.

5 Registered, etc., Packets left at Sub-Offices or transferred to another Postman. When a Postman leaves an official remittance letter or a registered or insured packet at a Sub-Office for delivery or despatch from that office, or if he transfers it en route to another Postman, the delivery receipt form must be left with the packet, and he must obtain the Sub-Postmaster's or Postman's initials against the entry in his Rural Post Transfer Record, P 1182 (or on the counterfoil in his certificate of posting book), before he parts with the packet. In the case of a remittance letter or other registered or insured packet addressed to the Sub-Office itself, the Postman should obtain a discharge for the packet on the delivery receipt form in the usual way.

6 Unregistered Packets left at Sub-Offices or transferred to another Postman. When a Postman leaves a Cash on Delivery or other packet proper to be entered in the Rural Post Transfer Record, P 1182, at a Sub-Office for delivery from that office, or if he transfers it en route to another Postman, he must obtain the Sub-Postmaster's or Postman's initials against the entry in his Record before he parts with it.

7 Delivery of Packets sent otherwise than, by Post.

(a) A Postman, whether on or off duty, must not carry, distribute or deliver bills, circulars, letters, newspapers, or parcels which have not passed through the post, unless he has first obtained permission. He must not make any private arrangements for the collection of letters for the post without special authority.

(b) A Postman is forbidden to carry a packet of any kind on his own account except light packets of medicine sent from a doctor or chemist to a patient, and in specially authorised cases parcels of newly-published newspapers addressed from the publishing office to a newsagent, but only on the following conditions :—

(i) That the due performance of the mail service is not interfered with.

(ii) That the Postman's load is not brought above the prescribed limit of weight.

(iii) That the privilege may be withdrawn at any time.

(iv) That the withdrawal will not give a claim to any compensation for loss of profits.

(c) It should be clearly understood that a Postman is under no compulsion to carry such packets and that he is entitled to make what charges he thinks fit.

(d) In no circumstances are unposted parcels of newspapers to be carried by the Postman-Driver of a motor mail vehicle.

C III ACCEPTANCE OF PACKETS FROM THE PUBLIC WHILE ON DELIVERY

1 General. (a) The following packets must not be accepted:—

(i) A registered letter for abroad prepaid with a registration fee of more than 6d.

(ii) Any parcel for abroad.

(iii) Any packet for abroad, whether registered or not, known to contain coin or jewellery.

(iv) Any unregistered Inland packet known to contain coin or jewellery.

(v) Any packet not proffered for registration, whether Inland or for abroad, marked in such a way as to indicate that its contents are of special value or which bears the word "Registered", or any words, phrase, or mark to the like effect.

(vi) Any packet likely to cause or suffer damage in the post, or known to contain anything indecent, offensive or explosive, or any living creature, except bees, leeches and silkworms.

(vii) Any Cash on Delivery packet.

Note: A Postman will not be held in fault for accepting any of the above packets unless the condition or contents could have been detected with ordinary care.

(l) Subject to these exceptions and to compliance with the detailed procedure in the rules which follow, a Postman must ordinarily accept any packet tendered to him. But he may refuse to accept any packet tendered to him close to a Post Office which is open for public business; or any packet other than a parcel which is offered to him close to a letter box unless it is too large to pass through the opening of the box or is handed to him at the time of making the collection, that is, before he has closed the door of the box and put his collection bag on his shoulder and moved away.

(c) An ordinary letter (but not a parcel or registered packet) should not be refused because postage is unpaid or insufficiently paid, but the sender should be told that such letters are charged double the deficiency on delivery.

(d) In the absence of special instructions to the contrary, the driver of an official motor vehicle is not required to stop between regular stopping points on his route in order to accept packets from the public.

2 Houses not to be specially visited. A Postman must not call at houses on his walk for the purpose of collecting unless specially instructed to do so by the Head Postmaster, but he must accept admissible packets tendered to him when effecting delivery at houses. He must not, however, be unduly delayed at any house while a packet is being prepared for posting.

3 Request to enclose Money, etc. A Postman, whether on duty or in his own time, must not undertake to enclose money, postal orders, or any other thing whatever, in a letter handed to him by a member of the public.

4 Avoidance of Overloading. (a) A Postman on foot or riding a bicycle or tricycle need not accept a greater weight of parcels or other postal packets than 15 lb. from any one house unless notice has been given to him on the previous day that a greater weight will be tendered. When such a notice is given he must report it at the office at which assistance can be most readily provided, so that the necessary arrangements may be made.

(b) A Mounted Postman or a Postman-Driver of an official motor vehicle should accept as many parcels tendered to him as can conveniently be carried.

(c) When a Postman is loaded to the full extent and is unable to obtain assistance he may refuse to accept more parcels or other heavy packets; but he must explain the reason to the person who tenders the packets and must report the circumstance at the next Sub-Office on his route and at the terminal office.

5 Acceptance of Inland Parcels. A Postman must:—

(i) If he is provided with a spring balance and measuring tape, weigh and measure a parcel and check the postage, when his doing so does not interfere with the performance of his other duties.

(ii) Refuse a parcel if it is clearly underpaid or above the limit of weight for Inland parcels (15 lb.) or size (greatest length 3 ft. 6 in., greatest length and girth combined 6 ft.). If in doubt, he may accept the parcel at sender's risk and tell the sender that it will be returned if found to exceed the limits.

(iii) In the case of an unregistered parcel, if asked for a certificate of posting, give the sender a certificate

on form PP 32, writing the date in the space provided for the date-stamp.

(iv) In every case inform the sender that the parcel will not be considered as finally accepted until it has been examined and found in order at the Post Office where it is handed in.

6 Acceptance of Packets for Registration. A Postman must accept prepaid letters and Inland parcels for registration, whenever it is practicable for him to do so, on either his outward or inward journey, except when he is not supplied with a book of certificates of posting for registered packets in which case he should ask the sender to present the packet at a Post Office. The minimum fee for registration in the Inland service and for the service to the Irish Republic, in addition to the postage, is 1s. For letters to places abroad the registration fee is 6d. The following conditions must be observed :—

(i) If an Inland parcel, it must be checked for size and weight—*see 5*.

(ii) The packet must appear to be made up securely in a manner which will preserve the contents from loss or damage in the post.

(iii) The packet must not contravene the exceptions in **1 (a)**.

(iv) Except in the case of newspapers, postcards, printed papers or sample packets, the packet must be securely fastened with sealing wax, gum or some other adhesive matter. Merely tying with string is not sufficient, but if string is used in addition to the fastening specified the string need not be sealed also. If the envelope or wrapper has been fastened by means of strips of adhesive paper or tape not bearing some stamp or mark distinctive of the sender, such as initials or name, the sender must be asked to write his own initials on each strip. Coloured adhesive tape is, however, unacceptable and the sender of a packet sealed with such tape should be warned that it may be returned.

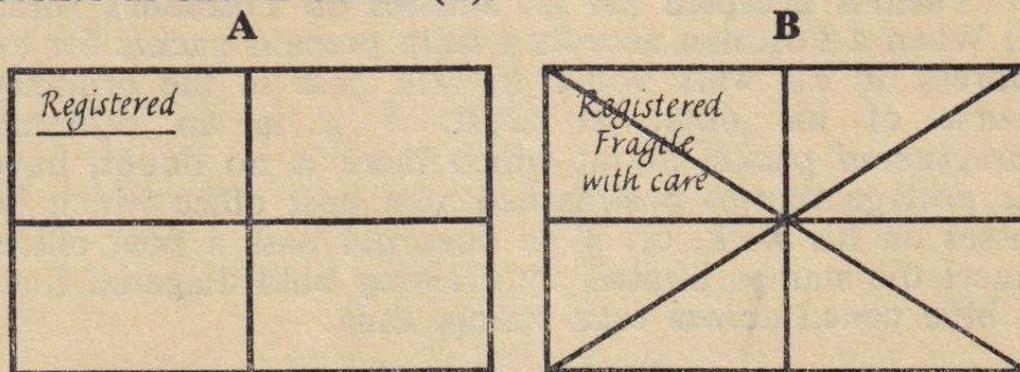
(v) The packet must be marked "Registered", and, if it is an Inland packet on which the sender desires, in the event of loss, etc., to claim compensation above the sum covered by the initial 1s. fee, the amount of the registration fee paid thus : "Registered, 1s. 1d." and so on, must also be written on the packet.

(vi) If the packet is enclosed in an ordinary envelope and appears to contain money, the Postman should

explain that it is a condition of the payment of compensation that the money be enclosed in an official registered letter envelope. If he has an official registered letter envelope with him, he should offer it; if not, he should offer to obtain one.

7 Certificate of Posting for and Marking of Registered Packets. (a) On accepting a registered packet the Postman must fill up a certificate (in duplicate) in his book of Certificates of Posting for Registered Packets and hand the top copy to the poster. It will generally suffice if the name and address and place of destination is entered on the certificate, but if the poster asks for the full address to be entered the request should be met. If the registration fee paid is above 1s., the amount paid must be written on the certificate in the space provided.

(b) If the packet is enclosed in a plain envelope or wrapper the Postman must draw with his blue pencil, on each side, two lines crossing one another in the middle as shown below (A). If the packet is marked "Fragile, with care", he must also draw two lines from corner to corner as shown below (B).



(c) He must write his initials across the line where the flap is fastened to the envelope to show that he has satisfied himself of the security of the packet at the time when he accepted it.

8 Payment of Postage. A person handing a packet to a Postman for posting should ordinarily affix stamps covering postage and fees (if any), but an unpaid ordinary letter should not be refused, *see 1 (c)*. In the case of a parcel or registered packet, however, postage and fees must be paid at the time of acceptance and, if the Postman cannot supply the necessary stamps, he must accept money instead and himself affix the stamps when he reaches the terminal office.

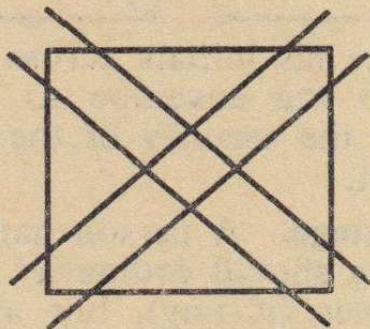
9 Advice of Delivery of a Registered Packet. (a) The sender of a registered packet may arrange, at the time of posting or later, for an advice of delivery to be sent to him. The fee for the service is 3d. and is paid by affixing stamps of this value to a form, known as an "AR" form, provided for the purpose.

(b) If a person asks for an advice of delivery when proffering a registered packet for posting, the Postman must collect the 3d. fee, make a written note of the name and address of the sender, and write the letters "AR" on the packet and on the certificate of posting and counterfoil. On arrival at the office the Postman must hand the packet, the note and the fee to the proper officer who will prepare the necessary "AR" form.

(c) When the request is made to the Postman on a later delivery he must collect a 3d. fee, make a written note of the kind of packet—letter, parcel, etc.—the date of posting and the names and addresses of the sender and addressee, and hand the fee and the note to the proper officer on arrival at the office.

10 Packets accepted for an address on Postman's walk.

(a) When a Postman accepts a fully prepaid packet for an address on his walk which he will pass in the ordinary course of his duty, he must, if it is an ordinary *unregistered* packet about which there is no doubt, have the postage stamps postmarked at a post office which he passes on his walk, or, if he does not pass a post office, cancel the stamps himself by drawing bold diagonal lines in blue pencil across each stamp, thus:—



(b) Any other packet, that is:—

(i) one for an address which the Postman does not ordinarily pass in completing his delivery;

(ii) any registered item;

(iii) an underpaid item;

(iv) a printed paper or newspaper which seems to contain a personal communication (in the nature of a

letter), or any other packet which seems to call for examination at a post office before it is delivered, must be taken to the office with the rest of the collection for treatment in the usual way. As regards (iv), the Postman will act rightly in handing such packets to the proper officer with an explanation.

11 Disposal of Telegrams collected on Walk. (a) If a Postman is on his walk and a telegram, duly prepaid, is handed to him, or if a telegram, duly prepaid, is handed to him at a Sub-Office, which is not a Telegraph Office, or if he finds one in a letter box, he must hand the telegram in at the first Telegraph Office on his route, whether at a post office or at a railway station, provided it is open.

(b) If he does not pass a Telegraph Office that is open, he must hand in the telegram at the post office from which it can soonest be forwarded to a Telegraph Office.

(c) If the telegram is not in a closed cover, he must be careful to prevent its contents from being read by unauthorised persons, and he must not divulge its contents to any person.

CIV COLLECTION FROM SUB-OFFICES, LETTER BOXES, ETC.

1 Collections from Sub-Offices. A Postman must call at Sub-Offices on his outward and inward routes, as required in his Route Instructions (form P 193), for postal packets intended for delivery at houses along his walk or for despatch.

2 Sealed and Unsealed Collections from Offices. Letters and parcels collected from a post office may be either in sealed bags or handed over loose according to the standard arrangements in force for the particular office. When packets are handed over loose the methods used in giving discharges for registered and other entry packets differ as between offices in the rural delivery area and offices in the town delivery area—see the rules which follow.

3 Make-up of mails. (a) *Parcel mails* :—Bags containing parcels only are numbered serially (except where chains, with spring hooks and identity discs, are in use) and the figure on the label of the last bag handed to the Postman at any one despatch from any one office will be followed by the word "Final" or prefaced by the words "Total despatched".

(b) *Letter mails* :—A single letter bag collected by a Postman will bear a buff address label. Where more than one bag is collected they will bear green "Extra Bag" tag labels, except the last bag which will bear a pink tag label showing the total number of letter bags handed to the Postman at any one despatch from any one office.

(c) *Combined mails* :—Where letter and parcel bags collected from any office form a combined despatch, the parcel bags will be numbered "1 Extra", "2 Extra", etc., extra letter bags will bear green tag labels, and the last letter bag will bear a pink tag label showing the number of parcel bags and the total number of letter and parcel bags despatched.

(d) *Registered bags* :—Where correspondence is handed over loose to the collecting Postman, he may, nevertheless, be required to collect a sealed green bag containing registered items. He must sign for the bag in the presence of the despatching officer.

4 Check on Receipt. When collecting bags from any office the Postman must see that they are properly labelled and, where necessary, securely sealed. He must ensure that he receives the proper number of bags, and should draw

the attention of the despatching officer to any bag which is badly worn or has a hole in it.

5 Loose Registered Packets, etc., collected at Offices in Rural Delivery areas. When registered packets or official remittance letters or insured packets for or from abroad are handed to a Postman at a Sub-Office, particulars of each such packet must be entered by the Sub-Postmaster in the Rural Post Transfer Record (P 1182). The Sub-Postmaster must also enter in the Record the number of Express items, "Redirected Unpaid" and "Posted out of Course" parcels, and the number of any loose Trade Charge (C.O.D.) forms, handed to the Postman. The Postman must :—

(i) See that the entries made are correct and, as regards registered, etc., packets, that they correspond with the numbers on the official labels of the registered or insured packets.

(ii) Sign the counterfoil of the Sub-Postmaster's Certificate of Posting book, or other record, for each registered packet, remittance letter, and insured packet handed to him. (One signature against the last relative entry, thus :—"Three—A.B." will suffice when three or more registered articles entered in consecutive order in one book are collected at the same time).

(iii) If any entry is incorrect, ask the Sub-Postmaster to amend it and to initial the correction.

6 Loose Registered Packets collected at Offices in Town Delivery areas. (a) Registered and other entry items are entered by the Sub-Postmaster or Officer-in-Charge on a bill instead of on the Rural Post Transfer Record. The bill with its headings and footnotes is self explanatory.

(b) The Postman must check the items received against the entries on the bill and sign for registered, etc., items in the Certificate of Posting book or other record as laid down in the preceding rule.

(c) In addition the Postman must sign the bill in the presence of the despatching officer and take it away with the collection. *A bill must never be placed under the string of a parcel.*

7 Defectively made up Registered Packets. If a Postman notices that a registered or insured packet handed to him for collection is not properly sealed, or has another

defect in its make up, he must draw the despatching officer's attention to it, and, if the packet is not then put in order, he must bring the defect to the notice of the officer receiving the packet at the office where he disposes of his collection.

8 Packets which are to be handed over specially. When a Postman hands in his collection at the receiving office he must draw the attention of the proper officer to all packets which seem to him to call for special attention, e.g., on account of damage, bad packing, oversize and the like. He must also, of course, obtain a discharge for any registered or insured packet which he hands over.

9 Safeguarding of Registered, etc., Packets collected. A Postman must fully safeguard all registered and insured packets collected by him. If he has been supplied with a green bag he must use it for keeping registered and insured items apart from ordinary packets.

10 Forms attached to Parcels. Care must be exercised to ensure that loose Customs declarations and despatch papers do not become disconnected from parcels for and from abroad.

11 Collections from Sub-Offices on weekly Half-Holidays, etc. When the collection from a Sub-Office letter box is made from the outside on weekly Half-Holidays, Sundays, Bank Holidays or local holidays, the Postman must call at the Sub-Office unless there is a sealed bag or a "Nil" bill in the letter box, or else an eyeletted card, P 433, indicating that there are no registered packets for despatch or parcels which cannot be placed in the box. The Postman must hand the card, P 433, in at the terminal office.

12 Undue detention at a Sub-Office. If a Postman is unduly detained at a Sub-Office, he must report the fact and enter particulars in the Attendance Book.

13 Clearance of Letter Boxes. (a) If a Postman has to clear any letter boxes on his walk, he must, before starting, obtain from the proper officer the necessary keys and, if letter box tablets are due to be replaced in the boxes on the particular collection, the tablets. He must carry the keys inside his pouch secured by a chain or strap.

(b) He must be careful not to make any collection from a letter box or private posting box before the fixed time. If the carrying out of this instruction involves waiting

at any point on the journey, the fact should be reported to the proper officer without delay.

14 Transfer of Registered etc., Packets, from Branch Postman. If a Postman receives a registered packet or any other packet proper to be entered in the Rural Post Transfer Record, P 1182, from a Branch Postman en route, he must initial the relative entry in the Branch Postman's Rural Post Transfer Record and the Branch Postman must make a corresponding entry in the main Postman's Rural Post Transfer Record.

C V RETURN TO OFFICE

1 Return to Office : Items to be handed in. On his return to the office a Postman must hand to the officer who receives him:—

(i) His Rural Post Transfer Record P 1182, and any Town Sub-Postmaster's Bill that he has brought in.

(ii) Each registered packet, official remittance letter, insured packet and sealed bag that he has collected. He must see that he receives a proper discharge from the receiving officer for the entries in his Rural Post Transfer Record, on the Town Sub-Postmaster's bills, or on the counterfoil of his certificate of posting book. (The book referred to must be presented for examination, whether it contains any current entries or not). Each entry in the book must be initialled by the receiving officer: the discharge on the bills should be by total number in the following form:—"Four A.B.". Book P 1182 and the bills must be left with the proper officer after the Postman has satisfied himself that proper discharges have been given, as directed above.

(iii) The memoranda and fees in respect of any registered packets for which the senders require acknowledgments of delivery (A.R. forms).

(iv) Any packet containing coin or jewellery, or bearing the word "Registered" or any other word, phrase or mark to the like effect, observed by him while clearing a letter box. He should initial the under copy of the entry of the packet made by the receiving officer in the certificate of posting book.

(v) All unregistered postal packets that he has collected with such explanations as may be necessary.

(vi) All undelivered packets he has brought back, duly endorsed or with such explanations as may be necessary. In the case of an undelivered registered or charged packet a discharge must be obtained.

(vii) The cash collected on account of charged packets unless already accounted for under other arrangements.

(viii) The receipt and A.R. forms in respect of registered and insured packets taken out for delivery (unless the arrangements at the office concerned provide for the forms to be otherwise disposed of).

(ix) The keys and tablets of all letter boxes that he has cleared. A Postman must not keep these in his

satchel nor replace them himself in their proper places in the office.

(x) Any private bags collected.

(xi) Cash on Delivery cash collected.

(xii) "Not in use" labels and coin left over after testing stamp selling machines and any postage stamps so collected.

2 Completion of Duty. A Postman must face up and hand to the proper officer in good order all ordinary letters brought in loose, and must affix postage stamps to any packets for the postage or registration of which he has received money from the senders.

3 Examination of Pouch, etc. Before going off duty a Postman must, as required, present his pouch for examination by the proper officer, hang it up in the place provided, replenish his stock of stamps (which he must take away with him) and enter on the attendance record the appropriate particulars.

C VI MISCELLANEOUS SERVICES FOR PUBLIC

1 Sale of Postage Stamps. Unless specially exempted, a Rural Postman must carry a supply of low value postage stamps for sale along his route. He will be supplied with a sufficient credit stock (for which he will give a receipt), and a small leather pouch to carry it in, and he must:—

(i) When, on delivery, keep the stock in the inside pocket of his pouch unless this arrangement would be inconvenient, when instructions should be sought from the proper officer. At other times keep the stock in a place where it could not be stolen.

(ii) Replenish the stock daily on his return to the starting office, or oftener, if necessary.

(iii) Produce the full stock or its value for inspection at any time.

(iv) Not use any money resulting from his sales of stamps for any private purpose.

(v) Keep the stock clean and dry.

2 Sale of Savings Stamps. In cases in which there is evidence of a demand, a Postman should carry a small supply of 6d. Savings Stamps, not exceeding 5s. in value. The conditions laid down in 1 apply.

3 Savings Bank Forms for the Public. If application is made to a Postman for any of the Savings Bank forms or envelopes which are ordinarily supplied to the public, he should obtain the item at the first opportunity and deliver it when he next passes the applicant's residence. He is, however, strictly prohibited from receiving money intended for deposit in the Post Office Savings Bank.

4 Purchase of Postal Orders for the Public. If a resident on a Postman's walk hands the Postman money with which to purchase a postal order, he must give the purchaser a receipt on one of the forms in the postal order receipt book P 1084, and must enter the purchaser's name and address and the amount of the order on the counterfoil of the receipt. On procuring the order he must ask the issuing officer to enter the serial number on the counterfoil of the receipt, and to date stamp the counterfoil. When the Postman gives up the order to the purchaser he must obtain a receipt from him on the back of the counterfoil. He must not deviate from his proper route in order to give up a postal order, nor must he undertake to enclose a postal order in a letter handed to him by the purchaser.

5 Payment of Pensions. A Postman is not allowed to act as an agent for the payment of Pensions and Allowances when on duty except in the case of Old Age Pensions and Army and Navy Allowances in specially authorised cases.

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RULES FOR POSTMEN (Rg.13)

LIST OF STOCK FORMS, ETC., REFERRED TO IN
SECTIONS A, B AND C

Serial No. and Description	Referred to in
LPR 1068 Jury Summons, Delivery certificate	A VII 10
M 45 Wrappers and Envelopes found in the Post without contents	A VI 5
MB 83 Leather pouch	A X 16(c)
OE 36 Tie-on Charge Label: Customs duty over 10s.	A IV 3(b)
OE 84 Adhesive Charge Label ...	A IV 3(a)
OE 88 Tie-on Charge Label	A IV 3(a)
OE 105 Adhesive Charge Label: Customs duty over 10s.	A IV 3(b)
P 27aH Jury Summons, Delivery certificate	A VII 10
P 58B Enquiry about a missing, etc., postal packet	A I 7; A VI 5
P 66G Damaged Registered Letter and Damaged Parcel Report	A VI 4(a), (b), (d); A VII 5
P 68H Advice of Delivery for a Foreign registered packet	A II 1(d); A VII 2(e), 3, 4, 6, 9; C III 9
P 81H Notice of undeliverable packet —Rural District	C I 9(c); C II 3(b)
P 87B Advice of Delivery for an Inland registered packet	A II 1(d); A VII 2(e), 3, 4, 6, 9; C III 9
P 96W Mail Bag and Van irregularities, Daily Statement	A IX 13(b)
P 129H Chargetaker's Account Docket	A IV 5(b)

RULES FOR POSTMEN (Rg.13)

Serial No. and Description	Referred to in
P 173H Wrappers and Envelopes found in Post without contents	A VI 5
P 193H Route Instructions	C I 3(a), 11 ; C IV 1
P 395H Special Instruction Card (Delivery)	A III 3(a) ; A V 11(a)
P 433X Card: No parcel or registered packet for collection	C IV 11
P 553B Redirection Card	A V 10(a), 11(a)
P 565H Undeliverable 2d. items bearing request to return to sender	A IV 5
P 688G Wrapper for Redirected Packets	A V 11(c)
P 694G Accident to Departmental Vehicle. Report by Driver	A X 16(c) ; B I 6(c) ; C I 9(c)
P 734H Postman's Collection Card ...	A VIII 1(c), (f)
P 738G Sorting and Preparation of Letters for delivery, etc.	A II 3(b)
P 739B Notice of undeliverable packet—Town District	B I 6(c) ; B II 4(b), (c)
P 838H Pouching Off—Excess Travel	B II 6(b)
P 857G Bags (local) on loan: Summary of issues and collections	B III 7(c)
P 890G Record of charges on parcels brought to account by means of postage due labels	A IV 3(g), 5(b)
P 939E Facing of Letters, etc.—Instructions	A I 9
P 944B Redirection of Letters or Parcels, Request	A V 8(c), 13(a)
P 1084H Postmen's Postal Order Receipt Book	C VI 4

RULES FOR POSTMEN (RG.13)

Serial No. and Description	Referred to in
P 1172H } P 1173H } Station Messengers' Mail List	A IX 1(a)
P 1182B Rural Post Record of Transfer of Registered Postal Packets (Letters and Parcels), etc.	A IV 6(c); CI 4; C II 5, 6; CIV 5, 14; CV 1
PP 10G Adhesive Charge Label ...	A IV 3(a)
PP 32B Certificate of Posting for an Unregistered Parcel	CI 9(c); C III 5
SS 425 Pocket case	A X 16(c)
SS 566 Adhesive Label, plain ...	A IV 2(a)
T 12H Request for redirection of Telegrams	A V 15

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